

ANNEX 6.1

SAFETY AND ENVIRONMENTAL HEALTH

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6.1 SAFETY & ENVIRONMENTAL HEALTH

6.1.1 SCOPE OF WORK

This Annex identifies the Safety and Environmental Health Services required to be provided by the Contractor at the John C. Stennis Space Center (SSC).

6.1.2 GENERAL REQUIREMENTS

6.1.2.1 Management and General Requirements. The Contractor shall furnish all resources as specified in Annex 1.

6.1.2.2 General Limitations and Clarifications. The Contractor shall be in compliance with all applicable Federal, State, and Local laws; Presidential Executive Orders; NASA Policy Directives; NASA Policy Guidance; and Stennis Procedures and Guidelines. The Contractor shall ensure that all employees are knowledgeable of, and comply with, all appropriate Safety and Environmental Health requirements, including personnel certifications. Maintenance and operations of some Safety and Environmental Health systems and equipment are covered in other annexes of this contract.

The contractor shall establish and accomplish a program that is directed toward avoiding loss of life, injury to personnel, damage to equipment or property, mission or test failures, or undue risk.

Safety and environmental health shall be promoted and safety awareness shall be encouraged through the Contractor program. Safety and environmental health risks shall be managed through the systematic identification, assessment and control of hazards and their associated risks. Due to the high potential of unforeseen circumstances occurring over the course of this contract, the contractor must have at least one safety & environmental health professional on staff and available each work day unless otherwise approved by the Contracting Officer (CO).

The Contractor shall provide center-wide safety and environmental health services, including those to meet resident agency demand, consistent with the requirements of the SSC Safety and Health Procedures and Guidelines (SPG 8715.1), OSHA requirements and other government safety regulations, as applicable. These services will include, but are not limited to, performing periodic SSC-wide facility safety and environmental health inspections; operating and maintaining a SSC Safety Library consisting of generic and SSC-specific safety documents; compiling and reporting safety statistical information; administering SSC-wide industrial safety and health awareness program; monitoring workplace environment for health hazards; maintaining and operating a controlled "Safety-Crib" for storage and issuance of protective equipment.

The Contractor shall immediately address any questions, concerns, or problems, which prevent compliance with the applicable standards or any terms of this Annex to the CO.

Workplace Monitoring

Based on information gained during annual baseline Environmental Health surveys and subsequent yearly walk throughs, workplace monitoring plans will be developed by the cognizant Safety Professional or Industrial Hygienist. All employees exposed to toxic chemicals and/or harmful physical agents will be monitored with results being forwarded to Occupational Health Services (Annex 8).

The monitoring plan will be based on a sampling strategy designed to obtain samples representative of actual exposures in such a way as to minimize any bias involved in the process.

6.1.2.3 Documentation & Information Management Systems

All submittals, documents, logs, records, analytical results, and procedures developed in accordance with this Annex's requirements or which demonstrate compliance with laws and regulations shall be prepared using the SSC Office Automation computer software suite of programs (i.e. Microsoft Word, Excel, Access, Powerpoint, etc.) and

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will become the property of the Government. All documentation shall be maintained in the official NASA files in accordance with the latest version of the NASA SSC Safety & Mission Assurance (S&MA) Office File Plan. Several databases and applications are mentioned. In many cases described in this Annex, requirements or deliverables include the electronic maintenance of information (e.g., databases, schedules). These databases, applications, and documents are to be maintained by the contractor on the server designated for use by S&MA. This server will be maintained by the ODIN contractor. Much of this information is accessible to the SSC community as a Safety and Environmental Health service on the S&MA Homepage. Where applicable, the FOS contractor is responsible for maintaining and updating information on the S&MA Homepage.

6.1.2.4 Facilities & Equipment

6.1.3 DEFINITIONS/ACRONYMS

CoF – Construction of Facilities

Environmental Health - The science devoted to the recognition, evaluation, and control of the occupational and environmental hazards or stresses arising in or from the work place that may cause sickness, impaired health and well being, or significant discomfort and inefficiency among employees.

FMEA – Failure Modes and Effect Analysis

GIDEP – Government Industry Data Exchange Program

HAZMAT – Hazardous Materials Training

HAZWOPER – Hazardous Waste Operations and Emergency Response

Industrial Hygiene - The science concerned with the control of environmental health hazards or stresses, that arise out of or during the course of employment. It is devoted to the recognition, evaluation, and

control of those environmental factors - chemical, physical, biological, and ergonomic - that may cause sickness, impaired health, or significant discomfort to employees or resident of the communities.

IRIS – Incident Reporting Information System

LLIS – Lessons Learned Information System

NASA Direct - Procurements made exclusively through NASA Procurement.

Occupational Health - Discipline which encompasses the areas of occupational medicine (physical fitness, employee assistance, nutrition, cafeteria's and food sanitation, worker's compensation, and health education and wellness) and environmental health (industrial hygiene, radiological health, and environmental sanitation.)

Occupational Medicine - The discipline related to minimizing sick absences and reduced productivity due to marginal physical disability, permanent disability, or premature death.

OSHA – Occupational Safety and Health Administration

RSO - Radiation Safety Officer

S&H – Safety and Health

S&MA – Safety and Mission Assurance

SSC Safety Library - A central repository for the storage and access of safety related information including safety videos, cd roms, books, promotional materials, training aids, and any other safety tools which will function to enhance program effectiveness and awareness.

SSC Safety Crib - The repository for safety related gear such as PPE (hard hats, ear plugs, safety glasses, etc.), other safety consumables

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such as caution tape, safety harnesses as well as diagnostic equipment.
(See TRL for inventory data.)

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6.1.4	Safety and Environmental Health Program	Establish and accomplish a Safety and Environmental Health Program to ensure compliance with applicable Federal, State, and local laws and requirements (including NASA & SSC policies and requirements) to provide a safe and healthful work environment. The Contractor shall perform tasks to avoid loss of life, injury to personnel, damage to equipment or property, mission or test failure, to undue risk.	1 Program	Requirements of 6.1.2
6.1.4.1	Safety & Health Plan (DR 6-SA01)	Prepare and submit Safety & Health Plan per DR.	Annual Plan	Conformance with DR.
6.1.4.2	Safety and Environmental Health Program Self Assessment and Implementation Report (DR 6-SA02)	Develop and submit the Safety and Environmental Health Program Self-Assessment and Implementation Report per DR.	Annual Report	Conformance with DR.
6.1.4.3	System Safety Database Report (DR 6-SA04)	Maintain the FOSC system safety database on the NASA S&MA server and report on a quarterly per DR	Annual Report 15 hazard analyses per year	Conformance with DR.
6.1.4.4	OSHA Report (DR 6-SA05)	Prepare and submit report per DR.	Annual Report	Conformance with DR.
6.1.4.5	NASA Occupational Health Self Assessment Report (DR 6-SA06)	Prepare and submit per DR.	Annual Report	Conformance with DR.
6.1.4.6	Facility Safety and Environmental Health Inspection Report (DR 6-SA10)	Develop and submit a report of activities related to the inspection of all SSC facilities, including discrepancy, inspection date, notification to responsible organization and planned/resultant abatement. Notify the CO of significant findings which require immediate management attention.	Annual Report	100% facility coverage. A minimum of 20% of all inspections must be completed per quarter, with time between inspections' per facility not to exceed 18 months. Conformance with DR.
6.1.4.7	Construction Operations Safety	Verify safe construction operations for projects specified	1028 Construction	29 CFR 1926

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		by NASA SSC CoF and Minor Construction, Renovation and Repair (MCRR) schedules. Operational coverage to include, but not limited to "NASA Direct" and Resident Agency projects.	area inspections per year.	SPG 8715.1 NHB 1700.1 (VI-B)
6.1.4.8	Confined Space Inventory (DR 6-SA11)	Provide an annual confined space inventory (permit-required) for facilities, systems and equipment under the responsibility of the contractor, and compile the annual confined space inventory for all companies and resident agencies by organization at SSC per DR.	Annual Report	Conformance with DR.
6.1.4.9	Radioactive Source Inventory and Audit Activities Report (DR 6-SA12)	Solicit information from all SSC Radiation Safety Officers, compile, and submit the SSC Radioactive Materials Inventory per DR.	Annual Report	Conformance with DR.
6.1.4.10	Safe Atmospheric Verifications	Provide safe atmospheric verification services that are responsive to the SSC customers.	3210 verifications per year	
6.1.4.11	Mishap Notification, Investigation, and Corrective Action Report (DR 6-SA13)	Investigate mishaps, incidents and close calls in accordance with the latest version of NASA guidelines and this contract. Notify the NASA S & MA of all mishaps (including close calls) immediately, followed by submittal of the initial mishap report (NASA Form 1627) within 24 hours. Assure that all corrective actions identified in the "NASA approved" corrective action plan are completed.	Contractor determined	Conformance with DR
6.1.4.12	Incident Reporting Information System (IRIS) Input (DR 6-SA14)	Report all accidents or mishaps of Type A, B, & C incidents, close calls and mission failures. IRIS is NASA provided system software and maintained by Marshall Space Flight Center to allow for tracking and treating injuries, illnesses, and other significant losses.	Contractor determined	Conformance with DR.
6.1.4.13	Accident/Incident Summary Report (DR 6-SA15)	Report accident and incidents per DR.	Monthly Report	Conformance with DR.
6.1.4.14	Lessons Learned Information System	In an effort to improve understanding of hazards,	Required for all	Lessons learned submittal

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	(LLIS) Input	<p>prevent the occurrence of accidents, and suggest better ways of implementing system safety programs,</p> <p>Lessons Learned shall be developed during the performance of management and technical functional activities and subsequently disseminated to the NASA SSC LLIS Center Data Manager for approval.</p> <p>Submit lessons learned into the web-based NASA LLIS from such occurrences as mishaps and close calls.</p>	<p>mishaps under formal investigation</p>	<p>required within 20 working days of NASA Form 1627, Corrective Action Plan completion.</p> <p>SPG 8715.1</p> <p>NPD 8710.2</p>
6.1.4.15	SSC Safety and Health Awareness Plan (DR 6-SAI7)	Develop and provide for NASA review a SSC site-wide Safety and Health Awareness Plan. The contractor shall implement safety and health awareness activities and campaigns aimed at motivating SSC employees, including resident agencies and support contractors, to strive for a mishap-free and healthy work environment.	<p>Annual Plan</p> <p>4 Newsletters</p> <p>1 S&H Day</p> <p>4 S&H Council Meetings</p> <p>48 Slogan Changes</p>	<p>Conformance with DR.</p> <p>Safety awareness annual plan will be submitted by October 31, for each calendar year.</p>
6.1.4.16	SSC Safety and Environmental Training and Certification Report (DR 6-SAI8)	Develop, coordinate and implement a safety and environmental training program for SSC personnel, including NASA, contractors and resident agencies. Products will include training curriculum, training records, and a Safety Library. Remain cognizant of safety and environmental industry training standards and curriculum. Training course list (provided in DR 6-SAI8) may be modified with the approval of the CO. Training courses will be provided at SSC and during normal SSC working hours; maintain SSC training/certification database on SSC server and S&MA web site for all courses completed.	<p>Annual Report</p> <p>150 Training Sessions</p>	<p>Conformance with DR.</p> <p>Training courses will be conducted on schedule.</p>
6.1.4.17	Maintain Safety and Environmental Training Schedules	Develop monthly training course schedules based on SSC's goals and mission. Provide OSHA required safety and health training courses. Maintain training schedule(s) on the SSC S&MA Homepage and keep an archived hard copy of the completed training records available for NASA review upon request. The	Monthly	Training schedules for each month will be provided two months prior to the beginning of the training month.

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6.1.4.18	Reserved	Contracting Officer may add or delete course subject titles from those listed in DR 6-SA18.		
6.1.4.19	Annual Awareness Briefing	Provide an annual briefing to NASA, resident agencies and contractors as to the location of Asbestos-Containing Material and lead coatings. Provide an awareness briefing to both environmental and safety representatives of each, and provide documentation that can be used by the representatives in informing their employees.	Annual briefing	Conformance with DR.
6.1.4.20	Food Service Sanitation Inspection Report (DR 6-SA20)	Perform inspections and provide reports per DR.	Monthly inspections; Quarterly Report.	Conformance with DR. Timely inspections and corrective action report.
6.1.4.21	SSC Employee Environmental Health Database and Report (DR 6-SA22)	Update database and provide quarterly report per DR.	Database updated within 30 days of action. Quarterly Report	Conformance with DR.
6.1.4.22	Workplace Monitoring Database and Report (DR 6-SA28)	Perform occupational exposure monitoring and report results per DR. Conduct asbestos surveillance monitoring annually in buildings 1000, 1100, 1200, 2101, and 2201. Maintain the database and report per DR.	Quarterly Report	Conformance with DR. 1 sample per 3500 square feet of building. Minimum of 1200 liters of air per sample. Database is current within 30 days of sample collection.
6.1.4.23	Safety & Environmental Health Investigations	Provide safety and environmental health investigations and/or regulatory expertise. Provide report of findings and recommendations to requestor. Examples of Safety and Environmental Health areas of investigations include Indoor Air Quality, Ergonomics, and Personal Protection Equipment (PPE).	130 Requests per year Average of 4 hours per request	Reference 6.1.2

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QUALITY AND RELIABILITY

6.2 QUALITY AND RELIABILITY

6.2.1 SCOPE OF WORK

The Contractor shall be responsible for the planning and management of the contract Reliability Program and the Quality Management System to ensure its effective execution. Although the accomplishment of many of the program tasks may not be a line function of the S&MA management organization, the organization shall monitor and ensure that all S&MA program tasks are accomplished effectively.

The Contractor shall ensure that S&MA programs are consistent with SSC mission requirements, that apply to SSC systems, equipment, facilities and operations. Specific quality and reliability services described below shall be provided and optimized from conception to completion for all aspects of contractor activities.

6.2.2 GENERAL REQUIREMENTS

The Contractor shall maintain a reliability activity planned and developed in conjunction with other NASA contracted elements. Reliability functions shall be an integral part of the design and development process and shall include the evaluation of hardware and operational reliability through analysis, review and assessment. The reliability program shall be in accordance with the requirements and guidelines of NASA's Reliability Centered Maintenance Guide for Facilities and Collateral Equipment (Dec. 1996).

Contract requirements for ISO-9001 are located in Annex 1.1.9.

SSC's ISO 9001 Level 1 and 2 documents can be found in the Technical Reference Library (TRL).

6.2.3 Definitions/Acronyms

ANSI: The American National Standards Institute (ANSI) is the U.S. member body of ISO.

ASQC: The American Society for Quality Control (ASQC) is the U.S. member of ANSI responsible for quality management and related standards.

FMEA: Failure Modes and Effect Analysis

Inspection: Activity such as measuring, examining, testing, or gauging one or more characteristics of an entity and comparing the results with specified requirements in order to establish whether conformity is achieved for each characteristics.

Quality Management: All activities of the overall management function that determines the quality policy, objectives and responsibilities, and implements them by means such as quality planning, quality control, quality assurance and quality improvement within the quality system.

Quality Surveillance: The continuing monitoring and verification of an entity and analysis of records to ensure that specified requirements for quality are being fulfilled.

S&MA: Safety and Mission Assurance

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6.2.4	Quality Program	Implement surveillance control over special processes where uniform, high quality cannot be assured by inspection of article alone. These processes include, but are not limited to metallurgical and chemical processes, metal joining processes, bonding processes, plastics application, plating and coating processes and surface treating processes. In addition, processes such as environmental controls, the methods of verifying the adequacy of processing materials, solutions and equipment will be controlled to ensure that the results indicate the appropriate quality levels of articles and/or materials. Surveillance requirements are performed independent of those responsible for performing the services and who report directly to the project manager.		Establish surveillance control over special processes where uniform, high quality cannot be assured by inspection of articles and/or materials alone.
6.2.4.1	Control of Non-Conforming Products and/or Services	<p>Establish points of contact responsible for receiving inspection results from Government QA Personnel. These individuals shall be knowledgeable of the area being reviewed, authorized to represent the Contractor, and capable of implementing corrective measures.</p> <p>Measures must be established to control materials, parts, or components, which do not conform to requirements in order to prevent their inadvertent use or installation. These measures must include, as appropriate, procedures for identification, documentation, segregation disposition, and notification to affected organization.</p> <p>Nonconforming items must be reviewed and accepted, rejected, repaired, or reworked in accordance with documented procedures.</p>		<p>Establish points of contact for each functional area selected for review during the assessment process.</p> <p>ASQC Q9001-1994/Element 13</p>
6.2.4.2	List of Nonconforming Products and/or Services (NPS) (DR 6-RA04)	All nonconforming products and/or services that are documented shall be reported in accordance with DR 6 - RA04.	Monthly list	Conformance with DR

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6.2.4.3	Material Review Board Members List (DR 6-RA03)	Provide a list of qualified personnel for the Material Review Board (MRB) and submit membership list in accordance with DR 6-RA03. MRB activities can be reviewed in SSC HB 5300.1B. (Part A) Chapter 8.	1 MRB List	Conformance with DR MRB members must be selected on the basis of technical competence and shall have sufficient authority to make appropriate dispositions of articles or materials involved.
6.2.4.4	Personnel Certification Plan (DR 6-RA01)	Develop a personnel training program that will systematically identify planning needs and provide the appropriate training to those personnel whose work affects quality, to ensure that they possess the necessary knowledge, skills and proficiency to consistently meet requirements. Develop a Personnel Certification Plan in accordance with DR 6-RA01. SSC has adopted an electronic, site-wide database system "Training Certification Personnel Records" prior to award of this contract. This system will be used by the FOSC.	1 Certification Plan	The Personnel Certification Plan must provide for certification and recertification of personnel. Certified personnel must be given a card, badge, or similar evidence of certification. Personnel controlling selected processes and operations must be certified per DR 6- RA01. Personnel certification plan must be submitted within 60 days of contract start. Conformance with DR.
6.2.5	Reliability			
6.2.5.1	Reliability Program Plan (DR 6-RA06)	Provide, implement and maintain a Reliability Program Plan, which shall be submitted and shall serve as the master planning and control document for the Reliability Program.	1 Plan	Conformance with DR.

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6.2.5.2	Reliability Program Self-Assessment and Implementation Report (DR 6-RA08)	<p>Management must provide for checking, auditing, or otherwise validating and verifying that an activity has been correctly performed, independent of the individual or groups directly responsible for performing the specific activity.</p> <p>Examples of reliability engineering techniques used to validate and verify reliability include FMEA, Reliability Trade-Offs, and Cost Benefit Analysis.</p>	Report	Conformance with DR.
6.2.5.3	Parts Control Program	Contractor shall establish and implement a parts management program for ensuring the integrity of all mechanical and electrical electronic, and electro-mechanical (EEE) parts per NASA standards.	Program	Conduct Parts Program per NPD 8730.2 - NASA Parts Policy
6.2.5.4	GIDEP Usage Report (DR 6-RA09)	<p>Contractor shall participate in the Government Industry Data Exchange Program (GIDEP). An annual usage report will be submitted per program requirement.</p> <p>Contractor will evaluate all incoming GIDEP documents for SSC applicability and take appropriate action per program requirements.</p> <p>Contractor will input SSC specific information into the GIDEP System.</p>	<p>Annual Report</p> <p>200 Incoming Alerts/Advisories</p> <p>5 Alerts/Advisories</p>	<p>Conformance with DR</p> <p>Conduct GIDEP Program per NPG 8735.1 - GIDEP</p> <p>Conformance with DR</p> <p>Conformance with DR</p>
6.2.5.5	NASA Alerts/Advisory Program Participation	<p>Contractor shall participate in the NASA Alerts/Advisory Program. Contractor will evaluate all incoming NASA Alerts/Advisory.</p> <p>Contractor will input SSC specific information to NASA Alerts/Advisory System.</p>	20 Incoming Alerts/Advisories	Conduct Program per NPD 8730.2 - NASA Parts Policy

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ENVIRONMENTAL SERVICES

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6.3.1 SCOPE OF WORK

This Annex identifies the Environmental Services required to be provided by the Contractor at the John C. Stennis Space Center (SSC).

6.3.2 GENERAL REQUIREMENTS

6.3.2.1 Management and General Requirements. The Contractor shall furnish all resources as specified in Annex 1.

6.3.2.2 General Limitations and Clarifications. Work shall be in compliance with all applicable Federal, State, and Local laws, permits and permit conditions, Presidential Executive Orders, NASA Policy Directives and NASA Policy Guidance. Personnel conducting the work must hold proper training certifications. Maintenance and operations of some environmental systems and equipment are covered in other annexes of this contract.

All regulated environmental media originated, generated, or handled by the Contractor through services performed under this contract is subject to the terms and conditions of all SSC permits, NASA Policy Directives, NASA Policy Guidance, and this contract.

Except where otherwise specified, all environmental samples collected as a requirement of this contract shall be submitted to the Environmental Laboratory at SSC for analysis.

The Director, NASA SSC, is the generator of services covered by this contract and, as such, retains the responsibility for the establishment and accomplishment of the SSC Environmental Program. Exceptions to this are individual resident agencies and their contractors who must serve as the generator for agency/program specific activities.

The contractor shall establish and accomplish a program that ensures all necessary environmental regulatory specifications and criteria are met throughout the contract and that waste generated is minimized. Due to the high potential of unforeseen circumstances occurring over the course of

this contract, the contractor must have at least one environmental professional on staff and available each work day unless approved by the Contracting Officer (CO).

The Contractor shall comply with the terms and conditions of all environmental permit requirements and other authorizing documents held by the Government, NASA. The Contractor shall immediately address any questions, concerns, or problems, which prevent compliance with the applicable permits or any terms of this Annex to the CO.

6.3.2.4 Documentation. All submittals, documents, logs, records, analytical results, O&M manuals, and procedures developed in accordance with this Annex's requirements or which demonstrate compliance with laws and regulations shall be prepared using the SSC Office Automation computer software suite of programs (i.e. Microsoft Word, Excel, Access, Powerpoint, etc.) and will become the property of the Government. All legal and regulatory documentation are to be maintained in the official NASA files in accordance with the latest version of the NASA SSC Environmental File Plan. Several databases and applications are mentioned and used in the execution of the tasks listed in this Annex. In other cases, deliverables include the update of databases and the electronic storage of documents. These databases, applications, and documents are to be maintained on the SSC Environmental Server with some information in the SSC Environmental Homepage.

6.3.2.5 Facilities and Equipment. The Contractor, in addition to office space secured as part of this contract, will be responsible for operations in the Hazardous Waste Handling Facility (Building 2210) and the Drum Staging and Recycling Facility (Building 7021). A key to these facilities will be maintained in the NASA Environmental staff offices and the right of entry will be provided to the NASA Environmental Officer, or designee, at any time without required notice. Connection to the SSC Network will be provided.

6.3.3 DEFINITIONS AND ACRONYMS

AST- Aboveground Storage Tank

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CAMEO - Computer Aided Management of Emergency Operations	REC - Record of Environmental Consideration
CERCLA - Comprehensive Environmental Response Compensation and Liability Act	SARA- Superfund Amendments Reauthorization Act
EPA - Environmental Protection Agency	SDWA- Safe Drinking Water Act
EPCRA - Emergency Planning and Community Right to Know Act	SHPO - State Historical Preservation Office
HAZMAT - Hazardous Materials Training	TRI -Toxic Chemical Release Inventory
HAZWOPER - Hazardous Waste Operations and Emergency Response	TSCA- Toxic Substance Control Act
LEPC- Local Emergency Planning Commission	TSDF- Treatment, Storage and Disposal Facility
MDEQ- Mississippi Department of Environmental Quality	USF&WS - United States Fish and Wildlife Service
MSDS- Material Safety Data Sheet	USGS - United States Geological Survey
NAVOCEANO - Naval Oceanographic Office	USM - University of Southern Mississippi
NDBC - National Data Buoy Center	UST- Underground Storage Tank
NPDES- National Pollutant Discharge Elimination System	
NRL - Naval Research Laboratory	
P2- Pollution Prevention	
POL- Petroleum, Oils and Lubricants	
PES - Preliminary Environmental Survey	
RCRA - Resource Conservation and Recovery Act	

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6.3.4	Environmental Services			
6.3.4.1	Air Emission Inventory Management Report (DR 6-GA29)	Collect air emissions data sitewide and report total hourly usage for diesel generators per DR 6-GA29. Maintain the air emissions database with current data.	65 Emission Points Annual Report Monthly Updates	Database is current each month
6.3.4.2	Title V Air Permit State Summary Fee Report (DR 6-GA23)	Prepare Title V State Summary Fee Report per DR 6-GA23 and a Title V Compliance Report per DR 6-GA52.	Two Annual Reports	Conformance with DR
6.3.4.3	E-Complex Air Emissions Quarterly Report (DR 6-GA24)	Prepare Quarterly Report per DR 6-GA24.	Quarterly Report	Conformance with DR.
6.3.4.4	Air Modeling	Maintain capability to conduct modeling for air emission permits using the following programs, PiCAD 1989 version, ISCST version 3, REEDM version 7, NASA/Lewis, Chemical Equilibrium Program version September 4, 1997, and INPUFF version 2.4. The modeling shall be conducted to maintain the Title V operating permit for SSC. The data from the modeling shall be utilized to develop a permit application for new air emission sources when required.	As Required (AR). Contractor shall provide a bid estimate for at least one of each requirement per year.	Environmental personnel are available to run air models per requirements.
6.3.4.5	Asbestos O & M Notifications (DR 6-GA38)	Authorizations for Asbestos/ Disposal Activity are completed, submitted, and approved (by the NASA Environmental Officer, or designee) prior to proceeding with any asbestos related activity and submit an annual report, per DR 6-GA38.	Historically 100 notifications per year Annual Report	Conformance with DR.
6.3.4.6	Asbestos/Lead Drawings & Database Update Status Report (DR 6-GA10)	Determine if inventory information found in facility drawings and databases are accurate and formatted	Quarterly Report	Conformance with DR.

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6.3.4.7	PCB Management Status Report (DR 6-GA41)	properly. Updates are a part of the abatement contract close out and are not part of this Annex or contract. Currently, there are 117 applicable drawings. Maintain the facility PCB Inventory and submit an annual report per DR 6-GA41.	Annual Report	Conformance with DR.
6.3.4.8	CFC/Halon Consumption Report (DR 6-GA07)	Annual Report per DR 6-GA07. This information can be obtained from Annex 5 and SSC's annual Toxic Release Report.	Annual Report	Conformance with DR.
6.3.4.9	RCRA 3016 Report (DR 6-GA30)	Prepare the annual RCRA 3016 Report per DR 6-GA30.	Annual Report	Conformance with DR.
6.3.4.10	Quarterly Surveillance Inspections of Logtown and Gainesville (DR 6-GA43).	Conduct quarterly surveillance inspections of NASA owned property in the Historic areas of Gainesville and Logtown, MS, in accordance with the SSC Historic Preservation Program Plan. Use form in the Historic Preservation Program Plan in accordance with DR 6-GA43.	Quarterly Surveillance Inspections of two extinct town sites	Conformance with DR.
6.3.4.11	Annual SHPO Cultural Resources Acting (DR 6-GA45).	Prepare the annual reports to the Mississippi State Historical Preservation Office (SHPO) and Congress. Reports shall be submitted to the NASA Historic Preservation Officer for approval. Contents of the report shall be in accordance with the SSC Historic Preservation Program Plan and DR 6-GA45.	Annual Reports	Conformance with DR.
6.3.4.12	Annual Hazardous Material Inventory (DR 6-GA46)	Provide an annual hazardous material inventory for the contractor and compile the annual hazardous material inventories for all companies and agencies at SSC per DR 6-GA46.	Annual Report	Conformance with DR.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
6.3.4.13	SARA Report (Tier II) (DR 6-GA46)	Prepare the annual EPCRA Section 312 Tier II Report per DR 6-GA46.	Annual Report	Conformance with DR.
6.3.4.14	Toxic Chemical Release Inventory Report (TRI) (DR 6-GA02)	Prepare the annual EPCRA Section 313 Toxic Chemical Release Inventory Report per DR 6-GA02.	Annual Report	Conformance with DR.
6.3.4.15	Aboveground and Underground Storage Tank Inventory Database (DR 6-GA05)	Maintain the SSC Above Ground and Underground Storage Tank/Alarm System Inventory and the Tank Alarm System on the NASA SSC Environmental Server per DR 6-GA05.	Annual	Conformance with DR.
6.3.4.16	Spill Incident Report (DR 6-GA48)	Provide an annual Spill Incident Report. This includes the issuance of Spill Incident Reports from personnel responsible for the area of the spill within three (3) working days following the incident. The spill incident report should consist of the required information as stated in DR 6-GA48.	Annual Report Historically, two major and six minor spills per year.	Conformance with DR.
6.3.4.17	Environmental Facility Report Inspection Implementation (DR 6-GA36)	Conduct weekly inspections of the Hazardous Waste Handling Facility (Building 2210) and other facilities in the Inspection Plan as approved by the NASA Environmental Officer. Provide documentation of these inspections on a quarterly basis, per DR 6-GA36.	Weekly inspections Quarterly Report Exhibit in TRL	Conformance with DR.
6.3.4.18	Annual Report on Hazardous Waste Activities (DR 6-GA47)	Prepare and submit for NASA Environmental Officer, or designee, approval per DR 6-GA47. In addition, provide Resident Agency Activity Report per DR 6-GA04.	Annual Report	Conformance with DR.
6.3.4.19	Annual Non-Hazardous Solid Waste Survey and Report (DR 6-GA06)	Provide an annual report per DR 6-GA06.	Annual	Conformance with DR.

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6.3.4.20	Annual Pollution Prevention Progress Report (DR 6-GA34)	Prepare report in accordance with DR 6-GA34.	Annual	Conformance with DR.
6.3.4.21	Accomplish Recycling Program for Contractor Acquired Materials	The Contractor shall comply with all applicable Federal Laws, Executive Orders (EO) and requirements of the Council on Federal Recycling and Procurement Policy.	Contractor determined	Recyclable materials are not processed for solid or hazardous waste disposal.
6.3.4.22	Annual Recycling Implementation Activities Questionnaire (DR 6-GA35)	Complete questionnaire per DR 6-GA35.	Annual	Conformance with DR.
6.3.4.23	RCRA Affirmative Procurement Program Report (DR 6-GA19)	Develop report that tracks progress in all contracts and NASA-direct procurements per DR 6-GA19.	Annual review and Report	Conformance with DR.
6.3.4.24	Annual NASA Environmental Self Assessment and Corrective Action Report (DR 6-GA27 & 6-GA28)	Organize and conduct the annual Environmental Self-Assessment per DR 6-GA27. Develop corrective action report as required per DR 6-GA28.	Two Reports	Conformance with DRs.
6.3.4.25	Facility Compliance Audits (DR 6-GA26, 6-GA40 and 6-GA51)	Implement and provide status reports in accordance with DRs 6-GA26, 6-GA40 and 6-GA51.	Semi-annual audits of NASA and NASA Contractors. 6 Annual audits of Resident Agencies and Contractors 4 Status Reports.	Conformance with DRs.
6.3.4.26	Federal Facility Compliance, Inspections Report and Profile (DR 6-GA13)	Prepare Federal Facility Compliance and Inspection reports on a semi-annual basis and prepare the Federal Facility Compliance Profile per DR 6-GA13.	Semi-annual Inspection Annual Report	Conformance with DR.

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6.3.4.27	Permit Status Report (DR 6-GA12)	Prepare report per DR 6-GA12	Semi-annual	Conformance with DR.
6.3.4.28	Landfill Inspections and Report (DR 6-GA32)	Perform inspections of the stormwater system at the SSC Non-hazardous Solid Waste Landfill and prepare the report per DR 6-GA32.	Annual Report	Conformance with DR.
6.3.4.29	Groundwater Usage Report (DR 6-GA01)	Prepare report per DR 6-GA01.	Quarterly Report	Conformance with DR.
6.3.4.30	Drinking Water- Public Water Supply Annual Report, Questionnaire & Operating Agreements (DR 6-GA03)	Prepare reports per DR 6-GA03.	Annual Reports	Conformance with Dr.
6.3.4.31	Industrial Water System Usage Report (DR 6-GA09)	Prepare report per DR 6-GA09.	Annual Report	Conformance with DR.
6.3.4.32	Environmental Training	Contractor will provide training using in-house or outside trainers to fulfill the requirements of this annex as well as the operations of environmental systems in other portions of this contract. Training opportunities must also be made available to NASA and other SSC resident agencies or companies.	Contractor Determined. Historically, twenty-five attendees to training on HazMat, HAZWOPER and Asbestos Supervisor. Includes NASA, contractor and resident agencies personnel.	Certified personnel are available to implement environmental programs or requirements during normal working hours or as required by specific contract line items. Conformance with DR
6.3.4.33	Plans, Applications, Procedures, Reports and Notifications	Prepare Asbestos Hazard Control Plan per DR 6-GA15, CFC/Halon Management and Phase Out Plan per DR 6-GA18, Integrated Contingency Plan per DR 6-GA11, Environmental Resource Document per DR 6-GA08, Hazardous Materials, Hazardous Waste, and	1 plan or document each	Conformance with DRs, applicable laws, regulations or customer specifications

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6.3.4.34	CERCLA Oversight and System Operations (DR 6-GA50)	<p>Provide the environmental oversight for the construction activity for the clean up areas. In accordance with DR 6-GA50. Additionally, provide operational and maintenance activities for three pump and treat systems in accordance with the operational manuals. The contractor should also provide safety support when performing operations at and around CERCLA areas.</p>	<p>It is anticipated that such efforts would require 2000 hours the 1st year and 1000 hours for each of the following years of the contract.</p>	<p>Conformance with project requirements.</p>
6.3.4.35	Spill Response	<p>Respond to all Hazardous Material/Hazardous Waste Spills, provide advice on all aspects of clean up in accordance with SSC plans and applicable regulations. Notify the NASA Environmental Officer, or designee. Provide data needed to the NASA Environmental Officer, or designee, for NASA's official notification of EPA's National Response Center (NRC) and Mississippi Emergency Management Agency within 24 hours of an incident. If the NASA Environmental</p>	<p>Historically, two major and six minor spills per year.</p>	<p>Spill response for POLs and chemicals within 30 minutes of call by the Fire Department or Environmental Officer, or designee. Regulatory notifications within required time frame if Environmental Officer, or designee, is not available for notifications.</p>

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		Officer, or designee, is not available, provide notification of both regulatory parties and provide documentation of the notification details and the NRC Call Number that is assigned to the incident.		
6.3.4.36	Hazardous Waste Collection Shipments and Disposal Activities	<p>Collect NASA and NASA contractor hazardous waste and petroleum, oil and lubricant (POL) wastes year round from up to 30 Satellite Accumulation Points and transport to the Hazardous Waste Handling Facility or the drum staging facility, as appropriate.</p> <p>Arrange for hazardous waste and non-usable hazardous material disposal at facilities pre-approved by NASA. Submit Hazardous Waste Manifest to the RAOO Environmental Officer for signature.</p> <p>Shipments must be coordinated with the Environmental Officer to assure availability for signature. Work requests from resident agencies will be handled under separate work orders. Provide quarterly report per DR 6-GA37.</p>	<p>Thirty satellite areas, seventy pick ups per year. The government shall furnish a like container for the replacements. 6 shipments per year.</p>	<p>Pick ups and storage shall be conducted in accordance with applicable federal and state requirements at all times. Actual pick-ups of hazardous waste should be within forty-eight hours after receipt of written notification. No hazardous waste to exceed 90-day accumulation time.</p>
6.3.4.37	Environmental Services	<p>Perform, attend and/or conduct the following: audits of off-site Treatment, Storage and Disposal (TSD) Facilities per DR 6-GA31, inspection of the Non-Hazardous Solid Waste Landfill and Class II Rubbish Landfills, applications for environmental media permit renewal or waivers per DR 6-GA49, design reviews, regulatory inspections, and information gathering and provide regulatory advice and maintain expertise in areas covered in the U.S. Environmental Protection Agency's (EPA) Generic Protocol For Federal Facilities.</p>	<p>One of each requirement per year. This requirement is in addition to the requirement specified in section 6.3.4.25.</p>	<p>Conformance with DRs, applicable laws, regulations or customer specifications.</p>

PERFORMANCE REQUIREMENTS SUMMARY

Annex 6.0

CONTRACTS REQUIREMENTS			PERFORMANCE REQUIREMENTS				
(1) ITEM NO.	(2) CONTRACTS REQUIREMENT	(3) WEIGHT (%)	(4) SURVEILLANCE METHOD	(5) WORK REQUIREMENT	(6) WEIGHT (%)	(7) STANDARD OF PERFORMANCE	(8) MAD

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1	Plans, Reports and Submittals (Safety & Environmental Health)	9%	RR	Timeliness Quality	50% 50%	Conform with DRs Conform with DRs	20% 10%
2	Safety and Environmental Health Workplace Analysis	19%	PI, UPI, RR, VCC,	Timely response to and identification of hazards through inspections, hazard analysis and other methods. Quality of hazard identification through inspections, hazard analysis and other methods.	25% 40%	NASA and SSC Directives; Approved S&H Plan FDA and OSHA regulations; NASA and SSC Directives; Approved S&H Plan	10% 15%
3	Training & Awareness	5%	PI, UPI, RR, VCC, GO	Timely abatement of hazards Maintenance of related information (e.g., databases and reporting systems) Training (Safety, Environmental Health and Environmental Services)	20% 15% 80%	FDA and OSHA regulations; NASA and SSC Directives; Approved S&H Plan NASA and SSC Directives; Approved S&H Plan Meets requirements for training course schedules, records and evaluations.	10% 15% 15%
				Awareness Materials & Activities	20%	FDA and OSHA regulations; Approved SSC S&H Awareness Plan	25%

PERFORMANCE REQUIREMENTS SUMMARY

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4	Mishaps & Close Call	8%	RR, UPI, GO	Mishap occurrence and Severity	60%	NASA and Industry average for mishaps and injury/illness	3%
5	Plans, Reports and Submittals (Quality and Reliability)	7%	RR	Investigation and Reporting	30%	NASA and SSC Directives	10%
				Input to IRIS	10%	NASA and SSC Directives	25%
				Timely	50%	Conform with DRs	20%
				Quality	50%	Conform with DRs	10%
6	Quality Management System	16%	PI, UPI, RR, VCC	Surveillance Audits	70%	Quality Manual	10%
7	Reliability Program	4%	PI, UPI, RR, VCC	Process Verification	30%	Quality Manual	15%
				Reliability	65%	Approved Reliability Plan	15%
				NASA Alert/Advisory/GIDEP Parts Control Program	35%	Evaluation of all incoming advisories. Input all SSC originated advisories to system. NASA and SSC Directives	20%
8	Plans, Reports and Submittals (Environmental Services)	20%	RR	Complete and Accurate	50%	Conform with DRs	10%
				Timely Submittal	50%	Conform with DRs	5%

PERFORMANCE REQUIREMENTS SUMMARY

CONTRACTS REQUIREMENTS			PERFORMANCE REQUIREMENTS				
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ANNEX 6.0 (COMPLIANCE SERVICES)							
9	Hazardous Waste Operation	12%	RR, UPI	Timely Spill Response	20%	Respond to spills in compliance with Annex 6.3 section 6.3.5.4	2
			RR, PI, UPI	Inventory Maintenance	80%	Maintain compliance at satellite areas and hazardous waste	1

ANNEX 8.0

OCCUPATIONAL HEALTH SERVICES

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8.6	Wellness/Fitness Center Program

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OCCUPATIONAL HEALTH SERVICES

8.0 OCCUPATIONAL HEALTH SERVICES

8.1 SCOPE OF WORK

The Contract shall provide a professional Occupational Health Services (OHS) program as defined in this annex at the John C. Stennis Space Center. Environmental Health services are covered under Annex 6.1.

8.2 GENERAL REQUIREMENTS

8.2.1 Management and General Requirements

The Contractor shall furnish all resources as specified in Annex 1.

The Contractor shall provide professional medical and administrative personnel necessary to operate a OHS clinic on a 5-day per week basis and fulfill the overall mission of providing an Occupational Medicine Program, Employee Assistance Program (EAP) and Wellness/Fitness Program in support of Stennis Space Center personnel. The OHS program shall be operated under the direction of the Contractor's OHS Medical Director. The OHS program shall include clinic operations and EAP services from 8:00 a.m. to 4:30 p.m. Monday-Friday. The Contractor will administer a Wellness/Fitness Program and operate a fitness facility at Stennis Space Center from 6:00 a.m. to 7:00 p.m. Monday-Friday. The noted schedules are exclusive of recognized federal holidays and any other day designated by Federal Statute or Executive Order.

The Contractor's OHS Medical Director shall be the head of the SSC Occupational Health Program at Stennis Space Center.

Physician services are to be provided from 8:00 a.m. to 4:30 p.m. Monday-Friday.

8.2.2 Medical Treatment

The Contractor shall provide services, training, treatments, types and quantities of medications adequate to accommodate the SSC population.

During the time a physician is not in attendance, diagnosis and treatment shall be limited to first aid within the capabilities of the authorized OHS staff member on duty in accordance with established procedures and standing orders approved by the OHS Medical Director.

Emergency diagnosis and initial first aid type treatment of injury/illness shall be provided to all persons on the Center. Emergency services are intended to provide immediate and effective medical services to save life, relieve suffering and minimize disability. Emergency Medical Technician (EMT) services are identified in Annex 4.5.

8.2.2.1 Occupational Illness/Injury

Treatment shall normally consist of an initial assessment, stabilization, minor treatment, follow-up care and/or referral service as deemed appropriate by the OHS clinic staff.

An occupational injury or illness which will result in lost time to the individual will normally be referred in accordance with current applicable regulations and procedures, either to the Resident Agency's or Contractor's designated physician or to the appropriate physician or facility of the employee's choice. Personnel authorized to use the SSC occupational health services and who have an on-the-job injury/illness, which will not result in lost time, may receive diagnostic and medical treatment primarily of a first aid nature at the OHS clinic within its capabilities.

The OHS Contractor will fully comply with federal, state and local regulatory and procedural requirements in the reporting of occupational injuries or illnesses.

8.2.2.2 Non-Occupational Illness/Injury

The Contractor shall be responsible for providing preliminary and limited treatment for non-occupational illness/injury on a walk-in or appointment basis.

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Personnel using the SSC OHS and who experience a non-occupational medical injury/illness emergency during working hours may receive a preliminary diagnosis and limited treatment with a subsequent referral to the patient's physician. Preliminary or palliative treatment may be given for medical conditions for which the individual would not reasonably be expected to seek the attention of a personal physician or to enable the individual to complete his/her current work shift before consulting a physician.

Treatments and/or medications prescribed by private physicians may be administered subject to the approval of the SSC OHS Physician when:

- a. Medications are furnished by the employee and prescribed in writing by his/her personal physician as reasonably necessary to administer during working hours in order to maintain the employee at work.
- b. Prescribed by a physician providing medical care in performance-of-duty injury or illness cases under the Federal Employees Compensation Act (FECA).

8.2.2.3 Immunizations

All immunizations required by federal, state, local or international laws or regulations will be provided to NASA personnel. Tetanus, influenza, and other immunizations compatible with good public health and preventive medicine measures will be offered to SSC personnel subject to availability of serum.

8.2.2.4 Health Examinations

Authorized personnel employees shall be offered a health maintenance examination within 60 days after employment and annually thereafter.

The OHS contractor shall be responsible for employee exam scheduling, appointments and employee notification.

The OHS Contractor shall provide various examinations as identified in Annex 8 Table 8-1. (See TRL for Historical Data)

Authorized personnel may be given additional tests, or may be examined at more frequent intervals if warranted by medical findings, hazards in the work environment, schedule or other job related conditions.

Pre-placement examinations for newly hired employees (including job transfer of Civil Service personnel) will include a health maintenance examination, a review of the perspective employee's past medical history, and such supplementary laboratory procedures as are deemed necessary by the examining physician or as required by an agency. Contractor security personnel examinations shall include drug and psychological testing. Examinations will also include, if requested by an agency, a medical evaluation and recommendation concerning employment or assignment to Stennis Space Center.

Job related pre-placement exams, exams, periodic exams, international travel exams and requested termination exams will be performed on authorized SSC personnel. Such exams may be required when individuals are engaged in special occupations believed to be directly hazardous to themselves or indirectly hazardous to others. These occupations include, but are not limited to those requiring the wearing of respirators, food handlers, chemical handlers, painters, welders, radiation workers, and special equipment operators. These personnel will be given a general physical examination with additional special tests and hazards to which the individual is exposed. These tests, where appropriate, may include retinal photography, audiometric examinations, and tests to determine the presence or amount of toxic materials or abnormal metabolic products in the body fluids or tissues.

8.2.2.5 Rehabilitation Consultation

Medical examinations, consultations and recommendations for job assignment during periods of convalescence from serious illness or injury will be provided. The medical evaluation of physically challenged employees is considered to be a part of this service.

8.2.2.6 Medical Surveillance

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Medical surveillance shall be coordinated with safety and health officials to assure that personnel exposed to on-the-job potential health hazards are included in the Occupational Medicine Program and provided any necessary health examinations. As a minimum, the SSC Medical Clinic will comply with all OSHA requirements and National Institute of Occupational Safety and Health (NIOSH) recommendations.

8.2.3 NASA Drug Free Workplace Program Testing

The Medical Health Unit will provide collection services, assistance and cooperation to the NASA SSC Drug Program Coordinator upon request. Collection services shall be provided in accordance with the NASA "Drug Free Work Place Program Procedures for NASA SSC Civil Servants."

8.2.4 Clinical Laboratory Services

Contractor medical personnel will obtain samples from persons being treated or examined and perform tests as may be required for diagnosis in support of medical treatment and health examination programs. Specimen preparation and handling will be in the manner specified by the performing laboratory if it is necessary to use an off-site facility for special testing procedures.

8.2.5 Non-routine Medical Support

Occasionally, it will be necessary for the Contractor to provide special services at times other than normal Health Clinic hours. A typical activity requiring non-routine support would be a special program test where the potential hazards are such that medical and emergency personnel should be on standby attendance. Other activities such as open-house, special demonstrations, disaster relief (hurricanes), hazardous operations and emergency situations may require special support by medical personnel. Based upon the medical circumstance, the Contractor shall have trained personnel to provide emergency first aid treatment at locations other than at the medical clinic location. If necessary, in an emergency, trained personnel may be required to accompany a patient to a local area emergency facility.

8.2.6 Health Education and Counseling

The Contractor shall establish a Health Education Program to encourage employees to maintain personal health off the job as well as healthful work habits on the job. The program shall include advisory services to supervisors regarding the mental and physical health and well-being of employees; distribution of health promotional information through the use of such media as electronic mail, pamphlets, film, and periodic articles in the NASA medical news medium. The Contractor shall promote information on disorders such as HIV, hypertension, diabetes, and glaucoma.

8.2.7 Program Administration, Medical Records, and Statistics

The Contractor shall administer and document the Occupational Medicine Program, Employee Assistant Program, and Wellness/Fitness Program in a manner consistent with modern business practices. Adequate records shall be maintained and medical record keeping shall comply with accepted medical practices and applicable Government regulations. Medical diagnosis and procedures shall be coded in accordance with ICD9CM. The Contractor shall maintain a database file for records information and management. The contractor shall coordinate and submit data reporting requirements.

All submittals, documents, logs, records, analytical results, and procedures developed in accordance with this Annex's requirements or which are produced in compliance with DR(s), regulations and laws shall be prepared using the SSC Office Automation computer software suite of programs (i.e., Microsoft Word, Excel, Access, Powerpoint, Government approved medical database program etc.) and will become the property of the Government. Upon request, the Contractor shall provide Government access to or copies of non-private statistical data existent in the medical database.

The OHS programs shall comply with the requirements of the Occupational Health Services Handbook, HB 1800.2 (latest revision); NASA Occupational Health Program, NPD 1800; NASA Occupational Medicine Program, NPD 1810; Employee Assistance Program, NPD 1830; Workers Compensation

ANNEX 8.0 OCCUPATIONAL HEALTH SERVICES

Benefits, NPD 1840; SSC Safety & Health Procedures and Guidelines, SPG 8715.1; NASA Records Retention Schedules (NRRS) NHB 1441.1.

The Contractor shall provide program management reports and statistics to the Contracting Officer on a regular basis as identified in Data Requirements. On occasion, the Contractor will be required to participate in video teleconferences, NASA meetings and Inter-agency meetings on-site and off-site. The OHS Medical Director will be required to participate as a member of established emergency committees, safety committees, functional review committee, or review boards. The Medical Director will be required to attend the NASA Occupational Health annual meeting at an out-of-state location selected by NASA Headquarters.

The Contractor shall be responsible for the maintenance of accurate and complete medical records. These records will be considered confidential information and will be complete enough to provide data for use in job placement, health maintenance treatment, and rehabilitation. Medical records may also be used to establish health standards in epidemiological studies and in helping management with program evaluation and improvement.

Confidentiality will be maintained in accordance with the applicable Office of Personnel Management, agency regulations, and the Privacy Act of 1974. Upon receipt, of a request signed and presented by an employee, or upon receipt of a notarized designation by an employee of a third party to receive access to the employee's medical record, such access will be permitted and/or a copy of the record furnished to the employee or third party so designated.

8.2.8 Licenses and Certifications

Medical services shall be provided under the supervision of a physician with occupational medicine experience. Physician(s), nurses, x-ray technicians, laboratory technicians, EAP Coordinator and medical service personnel must meet the credential standards established by the state of Mississippi and comply with required Department of Defense standards identified by Stennis Space Resident Agencies

8.2.9 Uniforms

Contractor personnel shall be dressed or properly uniformed for a neat and clean appearance. Employee uniforms shall be of a design and color consistent with the medical profession. Shorts or cut-off slacks shall not be worn. Shoes shall have closed toes. Sandals or open type shoes shall not be worn.

8.2.10 Employee Assistance Program (EAP)

The OHS contractor shall provide an Employee Assistance Program. The Contractor shall staff the program with a qualified EAP program coordinator/counselor who will be available to any SSC employee wishing to take advantage of the program services.

The program coordinator shall provide assistance to employees who are experiencing emotional problems such as depression, anxiety, family stress, drug abuse problems, or alcoholism. Assistance will generally be in the form of initial assessment and referral to qualified specialists or organizations who are especially trained or equipped to handle the problems identified. Services shall include limited on-site counseling, monitoring of employee progress, management consultations and supervisor and employee training. The EAP coordinator shall provide training and advisory services to supervisors and employees. The program shall provide for education and training to promote hygiene and health maintenance. The EAP Coordinator shall publish promotional materials for training and education. This information may be provided to employees such media as electronic mail, pamphlets, film, periodic articles and personal conferences. Annual information fairs shall be provided on such topics as HIV prevention, violence in the work place and handling stress in the work place.

EAP personnel records shall be maintained in accordance with EAP privacy standards and shall not become a part of the medical file.

8.2.11 Wellness/Fitness Program and Fitness Facility

ANNEX 8.0 OCCUPATIONAL HEALTH SERVICES

The Contractor shall staff and administer a physical fitness program and operate a fitness facility with particular emphasis on employee medical wellness. The facility will be staffed during all hours of operation, at a minimum, by one attendant trained in physical education or exercise physiology. Services shall include providing guidance and assistance to program participants plus generally monitoring and observing participants while exercising. Services shall include instruction on proper methods of exercise and use of equipment. Other services shall include nutritional counseling, physical fitness testing, and maintaining records on participant progress. Health education programs shall be promoted through the fitness facility with emphasis on aerobic and cardiovascular fitness, fitness evaluations and assessments, and back care. Walking and jogging programs and the NASA Annual Fitness Challenge Program will be encouraged as a part of the physical fitness program.

Fitness programs will be operated in conjunction with the OHS clinic to assist SSC employees in preventing and controlling health risk factors by appropriately coordinating medical and nutritional recommendations to reduce chronic disease. Written medical clearance, with timely recertification, is required for use of the SSC fitness facility. The OHS physician shall have the final authority for clearing individuals for membership use of the fitness facility.

The Contractor shall publish a monthly Wellness/Fitness Exercise Program of upcoming events as required in the Data Requirements of this contract. The contractor shall provide Wellness/Fitness Center status report DR 8-SA03.

The Contractor shall maintain the program equipment in operating condition.

8.2.12 Definitions

Blood Phos - Serum phosphorus

CBC/Diff - Complete blood cell count with differential

Cholinesterase/RBC - Cholinesterase Inhibition by Dibucaine Number

EKG - Electrocardiogram

FBS - Fasting blood sugar

FBS/2HR PP - Fasting blood sugar, 2 hours postprandial

G6PD - Glucose 6-phosphate dehydrogenase

HCT - Hematocrit

HGB - Hemoglobin

HTL VIII/HIV NEG - Human T-cell Lymphotropic Virus III/Human Immunodeficiency Virus

Supplemental Medical Jacket (SMJ) - U.S. Navy term for medical record

PCB - Polychlorinated biphenyl

PHOS Urine - Urine phosphorus

PPD - Purified protein derivative Tine test

PSA - Prostate-specific antigen

Rx - Prescription

RPR/Serology - Rapid Plasma Reagin

SMAC 23/Lipid Profile - Chemistries including glucose; uric acid; BUN; creatinine, serum; BUN/creatinine ration; sodium, serum; potassium, serum; chloride, serum; calcium; phosphorus; protein total; albumin, serum; globulin total; A/G ratio; bilirubin, total; alkaline phosphatase; LDH; SGOT (AST); SGPT (ALT) ; GGT; Iron binding capacity (TIBC); UIBC including Iron, total; Iron saturation; LIPIDS including cholesterol, total; triglycerides; HDL cholesterol; VLDL cholesterol cal; LDL cholesterol calc; T. Cho/HDL ratio; estimated CHD risk.

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Type/RH - ABO grouping & Rh factor typing

WBC/Diff - White blood cell count with differential

- The requestor does not incur a visit charge with Part II of the physical exam. Any Rx and Shot contain a material charge. The physician and/or registered nurse time is reflected in the visit charge.

ZPP-Lead, Protoporphyrin - Blood lead, free erythrocyte protoporphyrin (FEP) and zinc protoporphyrin (ZPP)

Medical Service charges are recorded under two categories: Category I - Base Operations Account; Category II - Customer Reimbursable Account requested under a Stennis Work Request (SWR).

Category I Clinic Visits – Base Occupational and Non-Occupational Visits

Level 1 - Only Medical Record Release (Administrative - Give or send). Includes medical records personnel support time.

Level 2 - A clinical visit involving an illness/injury requiring the services of a medical records person, registered nurse, and/or technician.

Level 3 - A clinical visit involving an illness/injury requiring medical records personnel, registered nurse, and/or technician, and a physician.

Category II – Stennis Work Request Account - Occupational Visits

Level 1 – Only Medical Record/Supplementary Medical Jacket (SMJ) Contains labor and material.

Level 2 - Check-In, Check-Out. Contains labor because there can be instances when there may also be no Medical Record/SMJ involved.

- Medical Record/SMJ combined with an immunization and/or medication (material charge).

- If a handwritten Rx - Physician must see patient and write it.

- If medication/Rx dispensed to a traveler or for illness to help employee stay on the job, an RN or Physician must write it.

- During a physical exam (Part II), if also given a shot/Rx or both. The Physical Exam is charged at time of Part I. The Medical Record/SMJ contains labor & material (No separate/ additional visit charge).

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8.3 PLANS REPORTS AND SUBMITTALS				
8.3.1	Medical Data Report (DR 8-SA01))	Provide Occupational Health Services transaction and cost data on quarterly basis.	4 Annually	Complete, accurate and timely information
8.3.2	Occupational Health Program Cost Report (DR 8-MF01)	Provide a breakdown of cost expenditures related to the SSC Occupational Health Services (Medicine) and Environmental Health Program.	1 Annually	Complete, accurate and timely information
8.3.3	Bloodborne Pathogens Exposure Control Plan (DR 8-RA01)	Provide a bloodborne pathogens exposure plan of sufficient detail to comply with 29CFR 1910.1030.	Updated as required.	Complete, accurate and timely information.
8.3.4	Occupational Health International Travel Services Report (DR 8-SA02)	Provide a breakdown of medical services provided to various categories of personnel performing international travel.	1 Annually	Complete, accurate and timely information
8.3.5	Federal Employee Assistance Programs Annual Report (DR 8-SA04)	Provide Employee Assistance Program data as required by OPM Form 1210.	1 Annually	Complete, accurate and timely information
8.3.6	Wellness/Fitness Center Status Report (DR 8-SA03)	Provide statistical and cost data of sufficient detail to measure the effectiveness of the program.	12 Annually	Complete, accurate and timely information
8.3.7	Medical Services Pricing Manual (DR 8-MF02)	Provide a medical services pricing manual for services offered	1 Annually	Complete accurate and timely information
8.4 OCCUPATIONAL HEALTH SERVICES PROGRAM (excluding EAP and Wellness/Fitness Center)		Operate the OHS clinic and provide services in accordance with paragraph 8.2.		Compliance with paragraph 8.2
8.4.1	Category I Occupational Illness/Injury	Program must be designed to satisfy all obligations under the provisions of the Mississippi Workmen's Compensation Law and/or the Office of Worker's	Level 1 - 12 Level 2 - 328 Level 3 - 512	Completes all reporting requirements and compliance with law and regulation

ANNEX 8.0
OCCUPATIONAL HEALTH SERVICES

<u>ITEM NO</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
8.4.1.1	Category I Non-Occupational Illness/Injury	Medical care will be provided to prevent loss of life, limb or to relieve suffering until the patient can be placed under the care of a personal physician. Operate in accordance with paragraph 8.2.	Level 1 – 224 Level 2 – 2621 Level 3 – 1151	Satisfactory completion of paragraph 8.2 requirements based on customer complaints
8.4.2	Category II Occupational Illness/Injury SWR Order	Program must be designed to support program and resident agency documents	Level 1 – 457 Level 2 – 1,141 (See Tech Library)	Completes all reporting requirements and compliance with law and regulation
8.4.3	Immunizations	See paragraph 8.2.2.3	2356 (Included in 8.4.1, 8.4.1.1 and 8.4.2 workload statistics)	Satisfactory completion of paragraph 8.2 requirements based on customer complaints
8.4.4	Health Exams	The program shall provide for authorized physical exams.	2378 (Included in 8.4.1, 8.4.1.1 and 8.4.2 work load data statistics)	Satisfactory completion of paragraph 8.2 requirements based on customer complaints
8.4.5	Drug Program Testing	See paragraph 8.2.3	4 tests	Satisfactory completion of paragraph 8.2 requirements based on customer complaints
8.5 (EAP)	EMPLOYEE ASSISTANCE PROGRAM	See paragraph 8.2.10. Operate the EAP Program.	70 visits	Satisfactory completion of paragraph 8.2 requirements based on customer complaints
8.5.1	EAP Training	The program shall provide for education and training to promote personal hygiene and health maintenance using personal conferences, pamphlets, and posters.	24 sessions 360 attendees	Satisfactory completion of paragraph 8.2 requirements based on customer complaints

**ANNEX 8.0
OCCUPATIONAL HEALTH SERVICES**

<u>ITEM NO</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
8.6	WELLNESS/FITNESS CENTER PROGRAM	<p>See paragraph 8.2.10.</p> <p>The contractor shall operate and maintain the SSC Wellness/Fitness Facility and equipment and provide a comprehensive wellness program.</p> <p>The Wellness/Fitness Center Program shall consist of lifestyle appraisals, fitness assessments, orientations, aerobics instruction, smoking cessation classes, and wellness/fitness education and facilitation. The contractor shall publish a monthly schedule of planned events for customer use.</p> <p>Fees:</p> <p>Maximum Initial Assessment Orientation Fee is \$25.00</p> <p>Maximum monthly Membership Fee is \$15.00</p> <p>Membership fees shall be approved by the Contracting Officer.</p> <p>The Wellness/Fitness Center Program shall survey its membership quarterly to determine the quality of the Wellness/Fitness Center Program. The results shall be made available for Contracting Officer review upon request.</p>	<p>Average 430 members</p>	<p>Satisfactory completion of paragraph 8.2 requirements based on customer complaints</p> <p>Maintain a minimum membership base of 11 percent of the SSC on-board population.</p> <p>Maintain 90 percent of the exercise equipment in operating condition at all times</p> <p>The contractor shall maintain a 90 percent customer satisfaction level based on survey results.</p>

Annex 8.0 Table 8-1
MEDICAL EXAMINATIONS

Annex 6.0 Table 6-1		MEDICAL EXAMINATIONS																																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43				
	VITAL SIGNS/BODY FAT	VISUAL	GLAUCOMA	AUDIO	PULMONARY FUNCTION	EKG	X-RAY: CHEST	X-RAY: LUMBAR SPINE	X-RAY: SMALL PARTS	X-RAY: SMALL PARTS MULTIVIEW	URINALYSIS	DRUG SCREEN	WBC/DIFF	HGB	A CBC/DIFF	HCT	RPR/SEROLOGY	TYPE/RH	GAPD	SICKLE CELL	CHOLINESTERASE/RBC	SMAC 23/ LIPID PROFILE	PSA	PCB	FBS	BLOOD PHOS.	PHOS. URINE	BLOOD LEAD	URINE LEAD	SERUM IRON	URIC ACID	MERC URINE (TOTAL)	PLATELETS	FBS/2HR PP	HTLV/WHV NEG.	HTLV/WHV CONFIRMED	URINE CHROMIUM	URINE NICKEL	URINE TRICHOLORETHANOL	URINE VOLATILES	ZPP-LEAD, PROTOPORPHIN	PPD						
1 Flight	x	x	x	x	x	x					x				x		x	A	A	A		x	A	A																								
2 Sea	x	x	x	x	x	x					x				x		x	A	A	A		x	A	A																								
3 Diver	x	x	x	x	x	x					x				x		x	A	A	A		x	A	A																								
4 Pre-Placement	x	x	40	x	x	40					x				x		x					40	A																									
5 Health Maintenance	x	x	40	x	x	x					x				x		x					40	A																									
6 Food Handlers - Certified	x	x	40			40					x				x		x					40	A																									
7 Welders/Dye Penetrant - 2 SOL	x	x	40								x				x							40	A																									
8 Confined Space	x	x	40	x	x	x					x				x							40	A																									
9 Chauffeur	x	x	40	x	x	40					x				x		x					40	A																									
10 Clean Room	x	x	40	x	x	x					x				x							40	A																									
11 Health Maintenance - Certified Fireman	x	x	x	x	x	x					x				x		x					x	A																									
12 Surveillance Dioxin	x	x	x	x	x	x					x				x							x	A																									
13 Surveillance Dioxin 6 Month	x	x	x	x	x	x					x				x							x	A																									
14 Surveillance PCB	x	x	x	x	x	x					x				x							x	A																									
15 Surveillance Phosphorus/Lead/LOX	x	x	x	x	x	x					x				x							x	A																									
16 Surveillance Painter	x	x	x	x	x	x					x				x							x	A																									
17 Surveillance Pesticide	x	x	x	x	x	x					x				x							x	A																									
18 Surveillance Pesticide 3 Month											x											x	A																									
19 Surveillance Laser		x	x																																													
20 Drug Screening												x																																				
21 Surveillance Mercury	x														x																																	
22 Surveillance Mercury 6 Month	x										x				x																																	
23 Surveillance Asbestos	x	x	x	x	x	x					x				x							x	A																									
24 Termination Physical	x	x	A	x	A						x				x							x	A																									
25 Pre-Placement Temporary Painter	x	x		x		A																																										
26 Surveillance GMAL/Hazardous Chemicals	x					x					x				x																																	
27 Propellant Handler	x	x	40	x	x	x					x				x							40	A																									
28 Surveillance Environmental Lab	x																																															
29 Surveillance Radiation	x																																															
30 Surveillance Phos/Painter	x	x	x	x	x	x																																										
31 Pre-Placement Temporary	x	x	x	x	x																																											
32 Pre-Placement TTSC	x	x		x		F	F				x																																					

X - Routine
A - Additional Test
F - Female
40 - Age 40+

PERFORMANCE REQUIREMENTS SUMMARY

CONTRACTS REQUIREMENTS		PERFORMANCE REQUIREMENTS					
(1) ITEM NO.	(2) CONTRACTS REQUIREMENT	(3) WEIGHT (%)	(4) SURVEILLANCE METHOD	(5) WORK REQUIREMENT	(6) WEIGHT (%)	(7) STANDARD OF PERFORMANCE	(8) MADR

ANNEX 8.0 (MEDICAL AND OCCUPATIONAL HEALTH SERVICES)

1	Plans Reports and Submittals	20%	RR	Deliver Timely and complete reports	50% 50%	Conform with DR Conform with DR	100% 100%
2	OHS Program	50%	VCC, PI, UPI	Provide professional medical care consistent with work requirements.	100%	Comply with the NASA Policy Directive NPD 1800.2 (latest revision) and NPD 1810.2 and contract work requirements	4
3	Employee Assistance Program	15%	PI, UPI, VCC	Provide professional Employee Assistance Program consistent with work requirements	100%	Comply with the NASA Policy Directive NPD 1810.2 and NPD 1830.1 and contract work requirements	2
4	Wellness/Fitness Center	15%	PI, UPI, VCC, RR	Operate and maintain a Wellness/Fitness Center and Program in accordance with work requirements	100%	Comply with the NASA Policy Directive NPD 1800.2 (latest revision) and NPD 1810.2; Maintain a 90% customer satisfaction level; Maintain a minimum membership base of 11% of the SSC population and 90% of the equipment in operating condition at all times.	3

Annex 9.0

LOGISTICS AND TRANSPORTATION

TABLE OF CONTENT

9.0	Logistics and Transportation
9.1	Logistics
9.2	Inventory Management
9.3	Cataloging
9.4	Storage and Issue
9.5	Office Furnishings
9.6	Redistribution and Utilization Operations
9.7	Equipment Accountability
9.8	Acquisition Services
9.9	Transportation and Drayage
9.10	Traffic Management/Packing and Shipping
9.11	Supply
9.12	Gas Cylinder Program
9.13	Program Stock
9.14	Receiving
9.15	Critical Spares Programs

ANNEX 9.1

LOGISTICS AND TRANSPORTATION

ANNEX 9.1 LOGISTICS AND TRANSPORTATION

9.1 LOGISTICS

9.1.1 GENERAL INFORMATION

9.1.1.1 Annex Description

This Annex identifies logistics services required at Stennis Space Center. Even though specific guidelines, regulations and minimum performance standards have been established, the services to be performed will rely heavily on knowledgeable, experienced individuals who are innovative and resourceful in their approach.

9.1.1.2 Scope

The Contractor shall furnish all personnel, supervision, management, necessary to provide support services in this Annex for John C. Stennis Space Center (SSC).

9.1.1.3 Automated Systems Responsibilities

Problems with automated systems are the responsibility of the ODIN contractor and should be reported to the ODIN Help Desk. However, some software associated with the supply and property systems may be maintained by the Technical Services Support Contractor.

9.1.1.4 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of the Government's property and supplies. Contractor employee's private vehicles shall not be used to transport Government property. Throughout the receipt, inspection, acceptance, storage, and delivery process, the Contractor shall ensure that Contractor property, material, or supplies are not commingled with Government property, material, or supplies.

9.1.1.5 Workload Data

The Contractor shall maintain records for workload data given in this Annex to include monthly actual and average workload data for the current

fiscal year. The data shall be electronically available by Annex by the tenth day of the following month.

9.1.1.6 Authorizations

It is the Contractor's responsibility to request a letter of delegation from the SSC Supply and Equipment Management Officer (SEMO) authorizing specific personnel to receive Government property on behalf of the Government. It is also the Contractor's responsibility to request a letter of delegation from the SSC Transportation Officer authorizing specific trained personnel to sign for freight for SSC. The employee's name and signature must be included in the request.

ANNEX 9.2

INVENTORY MANAGEMENT

ANNEX 9.2 INVENTORY MANAGEMENT

9.2 INVENTORY MANAGEMENT

9.2.1 General Information

9.2.1.1 Annex Description

This Annex identifies inventory management operations which includes the procurement, replenishment, record reconciliation, and maintenance of stores stock, program stock and standby stock assets. This operation should be run by knowledgeable personnel in the management of Government material. Maintain a single point of contact to manage the issue and maintenance of assets designated as standby stock. Ensure mission critical stock is on-hand to support each mission/program. Ensure Emergency Storm Supplies are on-hand as required by NASA. The Contractor shall establish and maintain a Government approved purchasing system for John C. Stennis Space Center (SSC) stock replenishment in accordance with the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement, performing market surveys in accordance with FAR 7.101 and FAR 6.303-2(a)(8). (See Annex 1). The Contractor shall be responsible for maintaining and updating selected Commodity Managers Tables in the NASA Supply Management System (NSMS) as necessary.

9.2.1.2 Identification of Commodity Class Managers

The Contractor shall notify the SSC Supply & Equipment Management Officer(SEMO) or designated Technical Manager's Representative with the names of the Inventory Managers, their commodity class ranges, and phone numbers. Notify the SSC Supply & Equipment Management Officer(SEMO) or designated Technical Manager's Representative each time a change occurs. Notification will be made on the same workday as the change occurs.

ANNEX 9.2 INVENTORY MANAGEMENT

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.2.2	Stock Replenishment	<p>The Contractor shall maintain stock levels on all inventory to support this Center at an optimum level. Stock levels on store stock items shall be determined by monthly demand as calculated by NSMS, and levels on all standby stock shall be determined by requirement. Approximately 2700 are direct buys. (See Annex 9.8)</p> <p>The Contractor shall coordinate with customers to confirm requirements for the item with hazardous content, prior to ordering.</p> <p>The Contractor shall review all Military/Federal (MIL/FED) order requirements by utilizing the NSMS "Order Notice Review" function, selecting items for transmittal to depots, inputting valid priority codes and quantities, making all necessary changes prior to transmittal, making cancellations of item when deemed appropriate, and following up on all delinquent orders. Additional NSMS reports to be used to maintain required levels are the "Due-in/Due-out," the "On-hand Balance Less than Level," and the "Delinquent Delivery, and the "Reorder Notice" Reports.</p> <p>The Contractor shall transmit MIL/FED orders to various federal depots and receive status updates on all orders by utilizing Defense Automatic Addressing System Center (DAASC) Asynchronous Message Entry System (DAMES) software to download from NSMS and upload status into NSMS.</p>	<p>Approximately 4,800 line items annually.</p> <p>Approximately 2,100 line items annually.</p>	<p>The Contractor shall meet the NASA standard fill rate of 90%.</p> <p>Review order notices, make necessary changes and initiate orders for nightly batch run on a daily basis.</p> <p>Review and initiate follow-up action on "Due-in and Due-out Report" weekly.</p> <p>Nothing additional.</p> <p>Transmit MIL/FED orders on a daily basis after such orders have been reviewed and confirmed by the Item Manager (IM.)</p>

ANNEX 9.2 INVENTORY MANAGEMENT

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
	<p>The Contractor shall complete a **Standard Form (SF) 364, Report of Discrepancy (ROD)**, on discrepant MIL/FED receipts regardless of dollar value if the receipt is an overage, an unacceptable substitute, damage, or a medical item.</p> <p>The Contractor shall prepare a ROD for shortages only if the dollar amount is greater than \$50 for General Services Administration (GSA) items or greater than \$100 for MIL/FED items.</p> <p>The Contractor shall forward the completed ROD through the SEMO or designated representative for signature, then send to the appropriate depot.</p> <p>The Contractor shall forward ROD responses to the SSC Supply & Equipment Management Officer(SEMO) or designated Technical Manager's Representative.</p> <p>The Contractor shall initiate and document follow-up action on any ROD not responded to within 30 calendar days. Notify the SEMO or designated representative of any ROD's not responded to within 30 calendar days.</p>		<p>Approximately 200 line items annually.</p>	<p>Completed ROD shall be sent to the appropriate depot within 2 workdays after initial receipt.</p> <p>A copy of the response from the depot shall be forwarded to SSC Supply & Equipment Management Officer(SEMO) or designated Technical Manager's Representative, within 1 workday after receipt of response.</p> <p>Follow-up action shall be taken within 2 workdays after 30 calendar days with no response.</p> <p>Notify Supply and Equipment Management Officer of ROD's not responded to on the same day as follow-up action is taken.</p>

ANNEX 9.2 INVENTORY MANAGEMENT

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.2.3	Affirmative Procurement Program	<p>The Contractor shall review all commercial order requirements utilizing the NSMS "Reorder Notice Report" for all stores and standby stock items, and the NSMS "On-hand Balance Less than Level Report" for standby stock. The Contractor shall establish due-ins and follow up on all delinquent orders utilizing the NSMS "Due-in/ Due-out" and the "Delinquent Delivery" Reports. " The Contractor shall purchase required stock items in accordance with the Federal Acquisition Regulation (FAR).</p>	<p>Approximately 4,500 line items annually.</p>	<p>Review all commercial orders on a daily basis.</p> <p>Initiation of acquisition process will be completed within 1 workday of notification of the need to replenish.</p> <p>Follow-up of all delinquent orders shall be made within 4 workdays of routine requests and 2 workdays of work stoppage requests.</p> <p>Folders and distribution of documentation shall be completed within 1 workday after confirmation of order.</p>
		<p>The Contractor shall implement and utilize the Affirmative Procurement Program for purchasing recycled products as mandated by **Executive Order 12873***, in accordance with the standards set forth in the FAR, NASA Supplements.</p> <p>Ensure purchases fulfill the minimum standards set forth in the Affirmative Procurement Program.</p>		

ANNEX 9.2 INVENTORY MANAGEMENT

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.2.4	Management of Inventory	<p>The Contractor shall coordinate with the cataloging function to input recycle codes for designated items to ensure accurate reporting of products with recovered content. At time of purchase and upon receipt verify with documentation per vendor.</p> <p>(Reference Dr 6-GA19)</p> <p>The Contractor shall verify items with recovered content meet minimum percentages as found in Environmental Protection Agency (EPA) 530-SW-91-011, 40 CFR Parts 250, 252, 253, 248, and 249.</p> <p>The Contractor shall manage the inventory of all stocked assets of stores stock as well as standby stock in accordance with ** <u>NASA Series 4100 Policy, Procedures and Guidelines, NASA Materials Inventory Manual**</u>. This includes, designation of controlled items or other items requiring specific consideration.</p>		

ANNEX 9.2 **INVENTORY MANAGEMENT**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
	<p>The Contractor shall review requests for stockage, **SSC Form 217**, Request for Additional SSC Inventory Support**, to ensure they meet the criteria as stated in the NASA Series 4100 Policy, and/or Procedures/Guidelines.</p> <p>On standby stock items, verify approved levels, specifications, nomenclature, justification with accurate approvals, mission-related items, repairable items, building and system component in which item is to be used. For stock items, the Contractor shall complete a ** SSC Form 217** and submit to the SSC Supply & Equipment Management Officer(SEMO) or designated Technical Manager's Representative for approval.</p> <p>Upon receipt of an approved SSC Form 217's the Contractor shall activate store stock and standby stock asset records determined to meet criteria for stockage through NSMS; establish initial purchase in accordance with the economic order quantity (EOQ) or approved standby stock level and within budgetary constraints.</p> <p>The Contractor shall review stores stock items which have been in the NSMS inventory for at least 12 months, with little or no usage, for retention or elimination. The Contractor shall contact users of potential excess items, create excess transactions, document the reason for excess action, and complete the process through the first level of approval for the accurate transfer of applicable items to disposal.</p>		<p>Approximately 10 SSC Form 217's per month with an average of 3 line items per form.</p>	<p>Forward SSC Form 217's to the SSC Supply & Equipment Management Officer(SEMO) or designated Technical Manager's Representative for approval within 1 workday of receiving request.</p> <p>For approved SSC Form 217's create asset record and initiate purchase within 1 workday of receipt of approved form.</p>
			<p>Approximately 370 line items per year subject to review.</p>	<p>Review the Complete Excess Report on a quarterly basis.</p> <p>Initiate disposal action and appropriate transaction in NSMS within 5 workdays.</p> <p>Ensure first level of approval is complete within or rejected by the next workday after completion of IM analysis.</p>

ANNEX 9.2 INVENTORY MANAGEMENT

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
		<p>The Contractor shall discontinue assets through NSMS that have been considered excess or no longer meets the criteria for stockage according to the NHB 4100.1.</p>	<p>Approximately 200 line items per year.</p>	<p>Discontinue asset within 1 workday of confirmation of discontinuance of stockage.</p>
		<p>The Contractor shall take action to complete all suspense transactions, receipts and issues, through the NSMS functions "Suspended Receipts Browse Select" and "Release Suspended Issues." The Contractor shall use appropriate instruction codes on all applicable issues and receipts.</p>	<p>Approximately 150 transactions per month.</p>	<p>Review and release suspended transactions daily.</p>
		<p>The Contractor shall be prepared to support a decision to hold a suspended transaction longer than 2 workdays from the time it was suspended.</p>		
9.2.5	Physical Inventories	<p>The Contractor shall develop and make available to the SSC Supply & Equipment Management Officer (SEMO) or designated Representative an annual fiscal year (FY) schedule, that facilitates the inventory of store stock, program stock, and standby stock. In accordance with NASA Series 4100 Policy, Procedures and Guidelines. The schedule must conform to the NASA Supply Management System (NSMS) Inventory program and must be administered through NSMS.</p>	<p>1 schedule per year.</p>	<p>Schedule shall be complete and available at least 30 calendar days prior to the beginning of the FY.</p>
		<p>The Contractor shall conduct inventories according to the approved schedule. Inventory control record, freeze records and count sheets will be generated in NSMS.</p>	<p>Approximately 4 inventories per year - dependent on schedule.</p>	<p>Schedule shall be complete and available at least 30 calendar days prior to the beginning of the FY.</p>

**ANNEX 9.2
INVENTORY MANAGEMENT**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
	The Contractor shall begin the count process when the freeze on records takes place. The Contractor shall utilize NSMS suspense functions for issue and receipt activity during the inventory process. First and second counts shall be accomplished by the Contractor and the same person shall not count the same item both counts. Data entry into NSMS of all count results shall be accomplished by the Contractor only after physical issue and receipt activity on frozen items has been considered. Third count shall be accomplished by non-warehouse staff.		Nothing additional	
	The Contractor shall operate the supply system in an efficient and effective manner throughout the inventory process, ensuring customer support is maintained.	Nothing additional		
	Contractor shall be responsible for compiling the semi-annual performance measures and providing the 1619 reports for all inventories performed during the reporting period.	See DR 9-LS01		

ANNEX 9.3

CATALOGING

ANNEX 9.3 CATALOGING

9.3 CATALOGING

9.3.1 General Information

9.3.2 Annex Description

This Annex identifies the cataloging functions in support of the NASA Supply Management System (NSMS), which includes the identification, cataloging, and standardization of installation property, material, and supplies. The Contractor shall transmit and receive cataloging data from Federal, Military, and other civilian agency sources, as well as interfaces with the Defense Logistics Service Center (DLSC) to maintain registration with DLSC of John C. Stennis Space Center (SSC) items. The Contractor shall maintain and operate a uniform catalog system as set forth in the Federal Logistics Information System (FLIS) Manual, Department of Defense (DOD) 4100, Volumes 1-15, and the ** NASA 4400 Series, relating to Utilization and Maintenance of the Federal Cataloging System **. Contractor personnel shall be knowledgeable in the utilization and maintenance of the Federal Catalog System (FCS).

9.3.2.1 Supply Publications Library

The Contractor shall maintain a cataloging support library, including current manufacturer's brochures and catalogs, Federal specifications, military specifications, qualified products, and miscellaneous engineering standards and drawings.

ANNEX 9.3 CATALOGING

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.3.2.2	Maintenance and Standardization	<p>The Contractor shall maintain and standardize the SSC on-line catalog in NSMS.</p> <p>The Contractor shall maintain a control number log to facilitate the tracking of **SSC Form 217, Request for Additional SSC Inventory Support**, through the approval/disapproval process. The log shall contain the following data elements: Date received, control number, description, requesting organization, date completed, and approved/not approved.</p> <p>Upon receipt of a SSC Form 217, the Contractor shall review for appropriate signatures. The Contractor shall assign a control number and record the SSC Form 217 data on the log.</p> <p>For standby stock, the Contractor shall verify approved levels, mission-related items, repairable items, building and system component.</p> <p>If the item already exists in stock, the Contractor shall annotate form and forward accompanying SSC Form 217 to the inventory management function for processing. The Contractor shall notify the customer of the stock number.</p> <p>If item is not in stock, the Contractor shall forward for approval signatures.</p> <p>If the item is hazardous, the Contractor shall ensure that stocking of item is approved by the NASA Environmental Management Officer or designee.</p>	350 SSC Form 217's per year	<p>SSC Form 217 should be researched and routed for approval signatures within 2 workdays of receipt from customer.</p> <p>Contact customer for missing information on the same day the SSC Form 217 is received if received prior to 3 p.m.</p> <p>Next day processing if received after 3 p.m.</p> <p>New catalog record shall be created and forwarded to the inventory management function within 1 workday after receipt of approved SSC Form 217.</p> <p>Contact initiator for completion and safety approval of SSC Form 217.</p>

ANNEX 9.3 CATALOGING

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.3.2.3	Perform Federal Catalog Activities	<p>Upon return of approved SSC Form 217, catalog record should then be created in NSMS and forwarded to the inventory management function for processing. For critical spare item, create catalog record and notify the inventory management function for processing.</p> <p>Notify customer of disapproved SSC Form 217.</p> <p>The Contractor shall perform Federal Cataloging activities to ensure that all SSC items authorized for cataloging are included and maintained in the FCS, have Federal Item Identification, and are assigned National Stock Number (NSN) or Local Stock Number. Ensure that NSMS catalog records are complete and up-to-date to ensure accurate ordering and maintenance.</p>	<p>500 User Registration requests per year.</p> <p>27 User Withdraws per year. SSC Form 217</p>	<p>Catalog record shall be created on the same day of receipt of approved form.</p> <p>Customer shall be notified of disapproval within 1 workday of receipt from approval cycle.</p> <p>Forward diskette and transmittal letter to GSA as needed per NHB 4410.</p> <p>Upon notification by GSA, complete appropriate actions in NSMS in 2 workdays.</p> <p>Notify item management and warehouse functions within 1 workday of NSMS updates.</p>
		<p>The Contractor shall perform Log Add User/Log Withdraw User (LAU/LDU) actions using an appropriate diskette formatted per DLSC, to maintain the accuracy between the Master Catalog Record, NSMS and DLSC's Simplified File Maintenance (SFM) Basic Catalog Tape Record. The Contractor shall use this process to update the DLSC master file of NSN's in stock and NSN's to be added or withdrawn.</p> <p>The Contractor shall prepare a transmittal letter to GSA to submit the diskette.</p>		

ANNEX 9.3 CATALOGING

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Upon receipt of a **Department of Defense (DD) Form 1685, Collaborations from Other Cataloging Activities**, the Contractor shall determine if SSC is a user of the item and return to requesting activity.	10 forms per year.	Research and response to DD Form 1685 shall be completed within 2 workdays from receipt of the DD 1685.
		Upon notification of catalog record change, the Contractor shall update NSMS record.		NSMS shall be updated within 2 workdays of notification of record change.
				Notify the item management and warehouse functions within 1 workday of NSMS updates.
		The Contractor shall ensure all information has been updated using the information from the semi-annual tapes.	2 tapes per year (May and November).	Complete verification of updates using semi-annual tapes and update NSMS within 5 workdays after receipt of tapes.
		The Contractor shall research items for Standardization (Item Reduction) Studies received from the Defense Logistics Agency (DLA), GSA, or DLSC to compare proposed Non-standard stock numbers with proposed Standard stock numbers.	12 studies per year.	Research and respond to listing within 2 workdays of receipt of listing.
9.3.2.4	Update NSMS	The Contractor shall perform file maintenance to update the NSMS catalog to ensure the catalog system is current.	See below.	See below.

ANNEX 9.3 CATALOGING

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
		Upon notification from the item management function, or receipt of listings from the military or Federal depots requesting action, or when operations warrant such changes, the Contractor shall process catalog maintenance actions. These actions include, changes in stock number, classification, identification, source, interchangeability, equivalency, shelf life data, hazardous codes, packaging, unit price, unit of order, and container marking, for items existing in and to be added to SSC stores stock or critical spares.	10,000 inputs per year.	Update NSMS within 2 workdays of receipt of list or identification of situation requiring updates.
9.3.2.5	Provide Customer Assistance	The Contractor shall provide customer assistance in all areas of cataloging. Upon request, the Contractor shall perform physical material inspection of items to determine if the item is correctly identified.	See below. 1000 *line items per year.	See below. These will be accomplished within 1 workday of request.
		The Contractor shall respond to requests on part number listings, telephone requests, and Safety Alert Forms and requests.	3,000 *line items to research per year. 2,365 telephone requests per year. 10Safety Alert line *items per year.	Respond to part number listings within 4 workdays of receipt. Respond to telephone requests within 4 workhours of request. Respond to Safety Alerts within 1 workday of receipt.
9.3.2.6	Publications	The Contractor shall prepare for publication the following catalogs:	See below.	See below.

ANNEX 9.3 CATALOGING

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
	Basic Stores Stock Catalog.		4,626 *line items.	Minimum of one/ce per year or maximum of four times per year.
	Critical Spares Catalog.		17,812 *line items.	Annually or as needed.
	Change Bulletins.		600 changes annually.	Semi-annually after catalog is distributed.

ANNEX 9.4

STORAGE AND ISSUE

ANNEX 9.4
STORAGE AND ISSUE

9.4 STORAGE AND ISSUE

9.4.1 General Information

9.4.1.1 Annex Description

This Annex identifies the warehouse operations which include maintenance and operations of a warehouse system that facilitates the storage, stock selection, bin maintenance, bin replenishment, and issue of stores stock, and critical spares. This system shall be run by personnel trained in the proper handling and storage of material, which includes, economical and safe use of materials and facilities; assembly and location of portable storage, pallets and racks; development and maximum economical utilization of available facilities for storage, always considering stock-level changes.

9.4.1.2 Hours of Operation

Normal hours of warehouse operations are 7:30 a.m. until 4:30 p.m., Monday through Friday.

9.4.1.3 Limitations, Restrictions, or Other Exceptions

Requests to add or remove temporary storage material/equipment must have SSC Supply & Equipment Management Officer(SEMO) or designated Representative approval.

ANNEX 9.4 STORAGE AND ISSUE

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.4.2	Warehousing Material	The Contractor shall warehouse material for storage and future issue. The Contractor shall establish controls to ensure placement of material in a storage location in a safe and secure manner, providing easy access, identification, and retrieval. Material may include pilferable, shelf life, and hazardous material items. The Contractor shall verify that identity, quantity, and unit of issue of incoming material to be stored conform to receiving paperwork. Resolve any discrepancies.	4,500 line item receipts per year.	Completely warehouse material within 2 workdays after delivery to warehouse.
		Nothing additional.	Nothing additional.	Nothing additional.
		The Contractor shall place the material in a storage location. The Contractor shall ensure items requiring refrigeration are promptly moved to refrigerated storage.	Nothing additional.	Material shall be placed in a safe, secure manner, providing easy identification and access. Refrigerate within 30 minutes after delivery to warehouse.
9.4.3	Issue or Redistribution	Upon receipt of a Material Request (MR) or a other approved issue document, the Contractor shall select stock to fill request and prepare and physically stage material for customer delivery.	16,000 line item issues per year.	Within 1 workday after MR or other approved issue document is received in the warehouse. Correct material shall be pulled and counts accurate.

**ANNEX 9.4
STORAGE AND ISSUE**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.4.4	Work Stoppage Requests	The Contractor shall provide a work stoppage counter for customers with properly signed documents to walk up and receive immediate service. The Contractor shall ensure documents contain proper signatures. The Contractor shall verify the average monthly demand (AMD) for the item, check for asset freeze, on-hand quantity, or asset control prior to issue. If the customer chooses to hand carry the requested supplies, the Contractor shall pull the supplies immediately.	4,000 line items per year.	Work stoppages shall be completed within 15 minutes if the customer hand carries the supplies.
9.4.5	Excess Disposal Documents	Upon receipt of an excess disposal document, the Contractor shall select stock to fill request. The Contractor shall prepare and physically stage material for movement to Redistribution and Utilization (R&U).	500 Line Items per year.	Excess disposal document must be staged for movement to R&U within 5 workdays after the document is received in the warehouse.
9.4.6	Temporary Storage	The Contractor shall manage materials/equipment in Temporary Storage warehouses in accordance with ** NASA Series 4200, NASA Equipment Management ; NASA Series 4200, NASA Equipment Management Users Handbook, Appendix L**. Management includes, but is not limited to, the addition, removal, tracking, inventory, review, and processing of temporary storage material and related documentation.	200 case files consisting of 1,400 line items.	See below.

ANNEX 9.4 STORAGE AND ISSUE

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
	<p>The Contractor shall maintain a Case File Folder for every case file in Temporary Storage. Documentation in the folder includes, but is not limited to, **NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document**, or **SSC Temporary Storage Document**, processed on the case file, a copy of all inventories associated with the case, retention level letters and responses. Data in the file is cumulative. Submission of the folder is required to SEMO or designated Representative during the annual retention review process.</p>	<p>Nothing additional.</p>	<p>Folders shall be current at all times.</p>	
	<p>The Contractor shall maintain and update a database containing case file number (Contractor assigned), responsible organization, property custodian, equipment control number (ECN) (if applicable), identification and dollar value of each item, location, square and cubic feet of location, date put into storage, date of last review, total case file dollar value, and storage cost. The database should have sort capabilities and be able to print reports to consolidate data. Annually, the Contractor shall forward one copy of the "Master Temporary Storage Listing) to the Supply and Equipment Management Officer and two copies of the printout to owners of the material for review and validation</p>	<p>200 case files to maintain annually. 1 Master Case File Listings per year.</p>	<p>Provide continuous tracking and visibility of temporary storage material/equipment. Forward Master Case File Listing by ownership.</p>	

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9.4.6.1	Adds/Removals	<p>The Contractor shall process requests from the Supply and Equipment Management Officer or Designee to remove or add items for temporary storage on SSC Temporary Storage Request Form, for non-tagged material/equipment; or NASA Form 1602, for tagged equipment. The Contractor shall review items to be stored and recommend storage location and packing requirements to the requester. The Contractor shall assign a case file number if appropriate. The Contractor shall annotate the case file number on the NASA Form 1602 or SSC Temporary Storage Request Form.</p> <p>For adds: After Supply and Equipment Management Officer approval, review items, arrange transportation and package/crate for storage, if necessary. Physically add items to storage as indicated and update data base.</p> <p>The Contractor shall file the original SSC Temporary Storage Request Form or a copy of the NASA Form 1602 in the Case File folder, forward the original page NASA Form 1602 for tagged equipment to the Equipment Control, and forward a copy of the SSC Temporary Storage Request Form or NASA Form 1602 to the property custodian.</p>	300 requests for adds or removals per year.	Total issue or receipt shall be completed within 5 workdays from the initial receipt of request with data input into the data base by the second day of that process.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
		For removals: After Supply and Equipment Management Officer's approval, the Contractor shall physically remove the items from storage as indicated and update database.		
		The Contractor shall file the original SSC Temporary Request Form or a page of the NASA Form 1602 in the Case File folder; attach the green copy of the NASA 1602 to the equipment; and forward the original page NASA Form 1602 for tagged equipment to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative.		
9.4.6.2	Inventory	The Contractor shall arrange for the delivery of materials/equipment to owning organization or R&U. The Contractor shall perform a physical inventory of each case file annually. The Contractor shall complete a Temporary Storage Inventory Report and retain it in the Case File Folder. The data elements of the Inventory Report include, item description, count, location, and case file number.	200 case files annually.	The inventory shall be completed prior to responsible organization review for retention (see below).
9.4.6.3	Retention Justification	All items in temporary storage must have retention justified annually by the responsible organization. The Contractor shall generate a Temporary Storage Case File Listing (a printout of all data elements contained in the data base, reference Paragraph 9.4.6), and attach it to the Case File Folder for the Supply and Equipment Management Officer or Designee.	200 case files annually.	Submit the listing at least 1 month prior to anniversary date of material receipt in temporary storage.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
		<p>If no response is received, the Contractor shall contact the using organization. If contact does not result in the required response, the Contractor shall notify the Supply and Equipment Management Officer with the following information: case file number, property custodian, organization code, phone number, date review letter was sent to organization, and expired and inventory date.</p>	<p>Nothing additional.</p>	<p>Contact using organization if no response is received for 3 months from the date of final letter. Notify Supply and Equipment Management Officer in 1 week if non-response continues after contact.</p>

ANNEX 9.5

OFFICE FURNISHINGS

**ANNEX 9.5
OFFICE FURNISHINGS**

9.5 OFFICE FURNISHINGS

9.5.1 General Information

9.5.1.2 Annex Description

This Annex identifies the office furnishings operations including furniture receipt, storage, issue, repair, determination of scrap metal furniture, field and warehouse assembly and disassembly. The Contractor shall establish a database for the furniture pool operation. The data base shall provide data as to the on hand inventory of furniture by type, color and condition and be made available to the NASA Supply and Equipment Management Officer upon request.

9.5.1.3 Limitations, Restrictions, or Other Exceptions

All furniture requests are approved through the SSC Supply & Equipment Management Officer(SEMO) or designated Representative.

ANNEX 9.5 OFFICE FURNISHINGS

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9.5.2	Furniture	The Contractor shall maintain furniture operations (includes acoustical panels).	See below.	See below.
9.5.3	Furniture Receipts	The Contractor shall receive new furniture in the warehouse, inspect for damage, and store. Log receipt of new furniture/panels into a inventory data base.	1,800 pieces per year.	Within 2 workdays after receipt of furniture.
9.5.4	Furniture Issues	The Contractor shall identify and prepare furniture for issue; clean, polish, and tag for delivery. Assemble those pieces of furniture needing assembly in warehouse.	1,800 pieces per year.	Comply with schedule date for delivery.
9.5.5	Furniture Setup	Furniture delivery and setup shall be accomplished in accordance with Annex9.9 People Moves.		
9.5.6	Furniture Repair Program	The Contractor shall maintain the furniture repair program. Repair includes, but is not limited to, repair of serviceable furniture. For example, cleaning and reupholstering of acoustical panels, replacing casters, pneumatic cylinders, underseat mechanisms; adjusting drawers; covering scratches; filling holes; and repairing/replacing locks. Repairs that cannot be accomplished in the warehouse or field including, but not limited to, executive furniture re-upholstery and electrostatic painting, will be	See below.	See below.

ANNEX 9.5 OFFICE FURNISHINGS

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	accomplished with an issuance of a service order by the Government.			
	The Contractor shall cannibalize parts from non-repairable furniture upon approval of SEMO or designated Representative.			
	The Contractor shall make repairs in the field when practical including, but not limited to, desks, drawers, handles, locks, chairs, legs, and other minor repairs. **SSC Form 704, STENNIS WORK REQUEST Work Order**, will be used by the Government to request field repairs.		100 Pieces Per year	Within 5 workdays from receipt of request. Repairs of a safety nature shall be completed within 2 workhours upon receipt of request. Return copy of SSC Form 704 to SSC Supply & Equipment Management Officer(SEMO) or designated Representative. after repair is completed or if unable to make repair. Repairs in field shall take no more than 30 minutes per item.
	The Contractor shall make minor repairs in the warehouse.			Repairs in warehouse to be made as furniture is rewarehoused or as

ANNEX 9.5 OFFICE FURNISHINGS

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9.5.7	Furniture Warehousing	<p>Furniture items returned to the warehouses shall be inspected and segregated into groups as reusable, repairable, excess and scrap. As approved by Supply and Equipment Management Officer or authorized representative, the Contractor shall place scrap metal into scrap metal bins provided.</p> <p>Reusable furniture shall be logged into the inventory database.</p>	2,100 pieces per year.	<p>Within 5 workdays of receipt of furniture in warehouse.</p> <p>needed.</p>
		<p>The Contractor shall excess and scrap furniture on a **SSC Form 55, Request for Turn-In or Reissue of Excess Property To/From Redistribution and Utilization, with the appropriate **NASA Form 811, Determination for Classification of Property as Scrap or Salvage, or **NASA Form 812, Determination and Authorization to Abandon or Destroy Surplus Property. The NASA Form 812 must be approved by the Supply and Equipment Management Officer.</p>	As required.	<p>Submit monthly by the 3rd workday of the month for the previous month's activity.</p>

ANNEX 9.6

REDISTRIBUTION AND UTILIZATION OPERATIONS

ANNEX 9.6
REDISTRIBUTION AND UTILIZATION OPERATIONS

9.6 REDISTRIBUTION AND UTILIZATION OPERATIONS

9.6.1 General Information

9.6.1.1 Annex Description

This Annex identifies the functions necessary to operate and maintain a total mechanized inventory control system, as well as a total storage function for all excess Government property from time of receipt into storage through accomplishments of reutilization or disposal activities. All functions shall be performed in accordance with all applicable Federal Property Management and NASA Regulations including: 41 Code of Federal Regulations (CFR) Chapter 101, Subpart H, NASA Series 4300 NASA Disposal Management.

9.6.1.2 Limitations, Restrictions, or Other Exceptions

The Contractor employees shall ensure that all services protect the integrity of the Government's interest. The handling of all precious metals shall be restricted according to the following:

- a. Upon receipt of precious metals contractor shall record the required information from the turn-in document into the precious metals logbook.
- b. All precious metals shall be secured in the designated area.
- c. The Contractor shall conduct a monthly inventory of all precious metals or precious metal-bearing materials and verify the count with the logbook.

9.6.1.3 Applicable Documents

The Contractor shall comply with all applicable regulations, policies and procedures. To include 41 CFR 101; NASA Series 4100; 4200; 4300 and the NASA Property Disposal Management System (NPDMS) Users and Operations Guide.

**ANNEX 9.6
REDISTRIBUTION AND UTILIZATION OPERATIONS**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.6.2	Reutilization and Disposal	Operate and maintain a total warehousing and documentation function, utilizing the NPDMS for the reutilization and disposal of excess Government property. Processed is defined as actions required from original input to reutilization or final disposal. Operate and maintain all functions necessary to successfully complete General Services Administration (GSA) sales. This includes:	4,000 line items processed in NPDMS per year.	See below
9.6.2.1	GSA Auction Sales	a. Lot sale in NPDMS and obtain concurrence from GSA b. Pull stage, mark and verify lotted items per GSA documentation c. Walk-thru inspection with GSA d. Assist Bidder Inspection/Registration e. Obtain on site Security assistance f. Provide tailgate loading service for sold items g. Provide special tailgate services to include loading by crane and/or forklifts rated higher than 6,000 lbs.	1,000 line items	From start to final concurrence 7 workdays Sale items properly lotted, verified and marked prior to opening of Sale Inspection by bidders. Exchange/Sale items shall be identified for separate lotting. Verify lots against GSA paperwork, remove NASA tags and load trucks.
9.6.2.2	GSA Sealed Bid Sale	a. Lot sale in NPDMS and obtain concurrence from GSA b. Pull stage, mark and verify lotted items per GSA documentation.	12 sales per year.	Same as above Notify bidder within 24 hours of receipt from GSA.

**ANNEX 9.6
REDISTRIBUTION AND UTILIZATION OPERATIONS**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.6.2.3	GSA Drop Bid	<p>a. Special sale conducted for office furniture set in a display area of the warehouse.</p> <p>b. Receive and check, verify and place property in storage location.</p> <p>c. Forward all documentation requiring NASA signature of receipt to SSC Property Disposal Officer or designee.</p> <p>d. Upon receipt, all hazardous material shall be placed only in designated storage areas. Upon receipt of all artifacts/historically significant items shall be placed only in designated secure area.</p> <p>e. Process all input/output documentation to and from the NPDMS. Documentation includes; turn-in documents, freeze lists, requests for issuance of property, title request letters, letters requesting screening authorization. Review and maintain all documentation generated from NPDMS printers.</p> <p>f. Process all requests for reutilization and authorizations for disposal including, "Standard</p>	<p>12 sales a year.</p> <p>4,000 line items</p> <p>Nothing additional</p>	<p>Must follow GSA minimum sale requirements.</p> <p>Within 5 workdays of physical receipt of property.</p> <p>Same day as received. No instance of improperly stored material.</p> <p>2 workdays to process all documentation.</p> <p>Within 5 workdays of request.</p>

ANNEX 9.6 **REDISTRIBUTION AND UTILIZATION OPERATIONS**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.6.3	Reserve	<p>From SF122" Transfer order Excess Personal Property, Request for Turn-in SSC Form 55, NASA 811, Determination for Classification of Property as Scrap or Salvage, NASA Form 812 Determination and Authorization to Abandon or Destroy Surplus Property.</p> <p>Complete reutilization or disposal activities including issuance of property to requestors (on-site, other NASA Centers, other Federal Agencies, schools and other qualified non-federal recipients of donated property) placing scrap metal and material for destruction in appropriate bins.</p>		<p>Within 5 workdays from screening end date.</p>
9.6.4	Physical Inventory	<p>Contractor shall perform a physical inventory of the SSC R& U Warehouse and all related facilities to include the laydown yard and scrap yard.</p> <p>Accomplish complete reconciliation and notify the Property Disposal Officer (PDO) of the final results, including number and original acquisition cost of items on hand at start of inventory, number and original acquisition cost of line items located, number and original acquisition cost of line items not located.</p>	Triennial basis.	<p>Next inventory shall be performed fiscal year 1999.</p> <p>Complete reconciliation and reporting within 30 workdays after completion of physical count.</p>
9.6.5	Property Held by Property Disposal Officer Report	<p>Prepare and submit original report to the PDO or designated Technical Managers Representative by</p>	12 reports per year.	<p>No later than close of business the 5th workday of the month</p>

ANNEX 9.6 **REDISTRIBUTION AND UTILIZATION OPERATIONS**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
		close of business on the 5 th workday of each month DR 9-LS02 for data requirements	1 report per year.	for the previous month's activity.
9.6.6	Annual Report of Exchange/Sale Transactions	Prepare and submit original report to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative See DR 9-LS03for data requirements.	1 report per year.	No later than October 10 of each year.
9.6.7	Report of Activities Generating Precious Metals	Prepare and submit original SF291 Report of Activities Generating Precious Metals to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative. See DR 9-LS04 for data requirements	1 report per year.	No later than October 10 of year.
9.6.8	Annual Report of Personal Property Provided to Non-Federal Recipients	Prepare and submit original report to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative. See DR 9-LS05 for data requirements.	1 report per year.	No later than October 10 of year.
9.6.9	Performance Measures Report	Prepare and submit original report to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative. See DR 9-LS06 for data requirements.	2 reports per year.	No later the April 10 and October 10 of every year.
9.6.10	Semiannual Report of Personal Property Management Operations	Provide the specific data elements for the semiannual time periods (October - March; April - September) and submit original to the SSC Supply & Equipment Management Officer(SEMO) or designated	2 reports per year.	No later the April 10 and October 10 of every year.

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<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
		Representative. See DR 9-LS07 for data requirements		

ANNEX 9.7

EQUIPMENT ACCOUNTABILITY

ANNEX 9.7
EQUIPMENT ACCOUNTABILITY

9.7 EQUIPMENT ACCOUNTABILITY

9.7.1 General Information

9.7.1.1 Annex Description

This Annex identifies the NASA Equipment Management System (NEMS) Documentation Processing operation. The Contractor is required to operate and maintain a total documentation function for the John C. Stennis Space Center (SSC) database in the NEMS. Compliance with all applicable Governmental regulations is required - particularly **NASA Series 4200, NASA Equipment Management**.

9.7.1.2 Limitations, Restrictions, or Other Exceptions

The Contractor employees shall ensure that all services protect the integrity of the Government's interests.

ANNEX 9.7 EQUIPMENT ACCOUNTABILITY

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.7.2	Process NEMS Reports/Documents	Schedule and process NEMS on-line requested reports/documents required by NASA Supply and Equipment Management Officer or Financial Management Office and SSC Property Custodians.	1,800 reports/ documents per year. (Historical average time per transaction - 3 minutes	Day request received.
9.7.3	Distribute Reports/Documents	Distribute NEMS on-line reports/documents required by NASA Supply and Equipment Management Officer or Financial Management Office and SSC Property Custodians via SSC mail system.	12,000 reports/ documents per year.	Day received from printer.
9.7.4	Documentation Function - NEMS	<p>Operate and maintain a total documentation function - NEMS.</p> <p>Input all adds, deletes, changes, and table updates to the NEMS data base.</p> <p>Check all transactions processed into the NEMS data-base to verify accuracy; correct all errors prior to beginning the next day's work.</p> <p>Make copies of all adds, deletes, or cost change transactions for capitalized equipment and forward to the SSC Financial Management Division. Resolve all discrepancies, and notify the SSC NEMS Equipment Manager or the Supply and Equipment Management Officer or designee for final reconciliation when appropriate.</p>	<p>15,000 input transactions per year.</p> <p>Nothing additional.</p> <p>Nothing additional.</p> <p>Nothing additional.</p>	<p>See below.</p> <p>3 workdays.</p> <p>Next workday after input.</p> <p>Copies will be made and forwarded monthly; discrepancies will be resolved immediately upon notification by the SSC Financial Management Division.</p>

ANNEX 9.7 EQUIPMENT ACCOUNTABILITY

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.7.5	Documentation-NEMS Inventory	Operate and maintain a total documentation function - NEMS Inventory. Input all add, deletes, and changes to the NEMS Inventory database.	3,500 input transactions per year. Nothing additional.	See below. 5 workdays.
		Check all transactions processed into the NEMS Inventory database to verify accuracy.	Nothing additional.	Next workday after input.
9.7.6	Equipment Control Number Register	Post information from NEMS source document and transmittal form to the Equipment Control Number Register per NASA Series 4200.	3,500 postings per year.	See below.
		Information on all adds, deletes, and cost changes to be posted to logbooks located in NEMS control.	Nothing additional.	2 weeks.
		Verify that all NEMS entry reference numbers are accounted for and in numerical sequence from daily input.	Nothing additional.	Next workday after input.
	Testing NASA Equipment Management System (NEMS)	Contractor shall perform tests to NEMS upon notice of new system upgrades (releases).	Three releases annually. Approximately 10 hours testing per release.	Testing of NEMS release to be completed within one week of release being installed.

ANNEX 9.7 EQUIPMENT ACCOUNTABILITY

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.7.7	Physical Inventory (Equipment)	<p>Contractor shall perform physical inventories of all NASA/SSC controlled and sensitive equipment in accordance with NASA Series 4200.</p> <p>This function includes advance notification to property users of inventory date, the physical scanning of equipment, creating discrepancy files, suspense files, tracking incident/survey/found on station reports and final close out of inventory process.</p>	<p>100% inventory of controlled and sensitive equipment to be accomplished on approved triennial basis.</p> <p>120 custodial accounts. A minimum of 40 one hundred percent account inventories per year.</p> <p>Approximately 10 unscheduled inventories per year.</p>	<p>Scheduled inventories to be completed and closed out per schedule.</p> <p>Triennial close-out completed and forwarded to NASA HQ on schedule.</p>
9.7.8	Tracking of Shipped Equipment	<p>Maintain a tracking system for all equipment in NEMMS shipped from NASA SSC for repair, test, relocation, borrow, etc.</p> <p>Prepare a Borrow Out or Repair Out transmittal form for all controlled equipment shipped from NASA SSC on a **DD 1149 Shipping Document**.</p>	<p>200 line items per month.</p> <p>Nothing additional.</p>	<p>See below.</p> <p>5 workdays.</p> <p>Day transmittal is prepared.</p>
		<p>Run 2 copies of the DD 1149 Form. Place a check on the original DD 1149 Form and return to NASA SSC Supply and Equipment Management Officer or designee. Forward 1 copy to Central Receiving. Place the second copy with the Borrow-Out, Repair-Out transmittal and input into NEMMS.</p>	Nothing additional.	

**ANNEX 9.7
EQUIPMENT ACCOUNTABILITY**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.7.9	Full-time Property Custodians	<p>Equipment returned to SSC will be received by Central Receiving on the DD 1149 Form copy on which it was shipped out. This document is forwarded to NEMMS Control by Central Receiving who will process a transmittal showing equipment has been returned</p> <p>Receive the Borrow-Out Return Candidate report and the Repair-Out Return Candidate report (NEMMS generated). Forward both reports to the appropriate property custodians to determine if the equipment has been returned. Upon receipt of reports from custodians, process the appropriate transaction to return the equipment or extend the due date. Forward reports with no custodian response received to NASA Supply and Equipment Management Officer or designee.</p>	<p>Nothing additional.</p> <p>Nothing additional.</p>	<p>5 workdays.</p> <p>Monthly.</p>
		<p>The Contractor shall provide a full-time property custodian to perform the duties outlined in NASA Series 4200 Equipment Management Users Property Custodian Guide for the control of government property.</p> <p>Full-time custodians will also be responsible for managing bench stock operations in area of assignment utilizing NSMS.</p> <p>Full-time custodians will be assigned work under a SSC Stennis Work Request.</p>	Nothing additional.	

**ANNEX 9.7
EQUIPMENT ACCOUNTABILITY**

<u>ITEM NO.</u>	<u>PERFORMANCE REQUIREMENT</u>	<u>RELATED REQUIREMENTS OR INFORMATION</u>	<u>WORKLOAD DATA</u>	<u>MINIMUM STANDARDS</u>
9.7.10	Property Custodian Training	Provide Training(Quarterly) to SSC Approved Custodians and Managers. All new custodians shall be trained within 4 months. All custodians shall receive refresher training annually.	122 Custodians	All custodians Receive training within 4 months of appointment to position.

ANNEX 9.8

ACQUISITION SERVICES